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# MANTSOPA LOCAL MUNICIPALITY



Prepared in terms of the Local Government: Section 121 of Municipal Finance

Management Act (56/2003) & Section 46 of the Municipal Systems Act, 32 of 2000

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## DRAFT ANNUAL REPORT FOR THE PERIOD ENDING 30 JUNE 2019

01 JULY 2018 to 30 JUNE 2019



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## MAYOR'S FOREWORD



It is a great honour and privilege to table the 2019-2020 Annual Report of the Mantsopa Local Municipality (MLM), which is evidently a legislative and accountability requirement. This is done in accordance with Section 46 of the Local Government: Municipal System Act No. 32 of 2000 and Sections 121 and 127 (20) of the Local Government: Municipal Finance Management Act No. 56 of 2003 that clearly stipulates that the preparation and tabling of an Annual Report for each financial year should be done within seven months by the honourable Mayor.

The report tabled here chronicles the accolades and challenges of our institution so that we can deal with them towards building an efficient, effective and transparent local public administration. On the service delivery front, the municipality continues to deliver against all odds despite daunting and near gripping challenges of non-payment of services by the residents.

This 2018/2019 Draft Annual Report will amongst others, provide a clear indication on how we performed with regard to the 5 set of Key Performance Areas of the “Back to Basics” programme of the National Executive, as led by President Cyril Ramaphosa. These set of Key Performance Areas are as follows;

1. *Good Governance;*
2. *Public Participation- Putting people first;*
3. *Basic Services- Creating conditions for decent living;*
4. *Sound financial management; and*
5. *Building capable institutions and administrations.*

This Draft Annual Report will also confirm our unwavering commitment to provide basic services to our communities, create a conducive environment for economic development and tourism as well as delivering basic service to our communities, albeit within a very challenging economic environment

Worth noting are some of the following capital projects implemented during 2018/2019 financial year:

- (a) Construction of the Phase 3 Arthur Pitso Stadium
- (b) Upgrading of the Bulk pipeline Water supply in Excelsior
- (c) Upgrading of two boreholes and a pipeline in Tweespruit
- (d) Construction of Toilet to structures at Manyatseng Ext 9
- (e) Installation of High mast lights in various towns
- (f) Construction of 1,7km paved roads and storm-water in Los My Cherrie & Vukuzenzele
- (g) Erection of 730metres of concrete palisade fencing at Excelsior graveyard

I am thrilled that the “New Dawn” spearheaded by the sitting South African President, Cyril Ramaphosa, has finally arrived and there is no doubt that it is now business unusual. Hands on deck as President Ramaphosa has already given us the marching orders.

In conclusion, I want to express my sincere appreciation that goes to my fellow councillors, the Municipal Manager, senior management team, all municipal employees and the public for their commitment and dedication to the municipality.

.....  
**COUNCILLOR MAMSIE TSOENE**

**MAYOR**

## FOREWORD BY THE MUNICIPAL MANAGER



It is my pleasure to present Mantsopa Local Municipality (MLM)'s 2018/2019 Annual Report as required in terms of Section 12: Municipal Finance Management Act 56 of 2003 – which is an account on how our municipality fared in its endeavour to achieve its strategic priorities and projects contained in its Integrated Development Plan (IDP).

The report contains myriads of fundamental chapters/documents such as, the recommendations of the Municipal Audit committee, National and Provincial Outcome for Local Government, declarations of loans made by the municipality, and so forth.

The purpose of this Annual Report is therefore:

1. To provide record of the activities of the municipality during the 2018/2019 financial year;
2. To provide a report on the service delivery and budget implementation plan of the municipality during 2018/2019; and
3. To promote accountability to the community we serve as the municipality.

The Mantsopa management strongly believes that every ounce effort will be expended in the delivery of the set targets as we have a dedicated team sold out to the vision of this institution.

In order to ensure good governance and accountability we will soon work towards establishing Financial Misconduct Board, as per the directive of the newly appointed Free State Cooperative Governance and Traditional Affairs (FSCOGTA) MEC Thembeni Nxangisa. There is no doubt that the advent of this board together with MPAC will help us to ensure that there is consequence management in place. We are glad that new MEC has already hit the ground running with his Ten-Point Plan that will be the blueprint of municipalities.

Mantsopa municipality recently reclaimed its former glory as one of the best governed municipalities in the province emerging number 2 on the rankings published this year. Like we have said we are not going to rest on our laurels.

I am happy to announce that we have managed to beef up our senior management team with positions during 2018/2019 financial year. As part our responsibility to maintain good and clean governance the Integrated Development Plan (IDP) Manager and Communications Manager were appointed during third quarter of the year under review. Subsequent to this was the appointment of Internal Audit Manager and Town Planner.

One of management's effective strategies for next financial year is to ensure the re-establishment and implementation of the "Blue and Green Drop Task team." The purpose of this project chaired by Technical Service Director is to ensure that all departments within the municipality work together to address issues relating to water and sanitation. The progress will also progressively address issues of the image of the municipality.

I want to take this opportunity on behalf of Mantsopa Local Municipality (MLM) to congratulate, the former obligatory South African President, Cyril Ramaphosa who has just been inaugurated as the 5<sup>th</sup> South African State President.

It is crystal clear that the Section 56 Managers, Senior Managers and all council employees are now re-energised with one common vision, that of ensuring adherence to the principle of good governance, institutional transformation, Economic development, sustainable infrastructure development and sound financial viability for the development of the community we serve as outlined in our IDP vision.

We have prepared a very comprehensive audit action plan to address all the above-mentioned challenges and weaknesses, the Audit Action Plan will be fortnightly monitored and reviewed through the Clean Audit Steering Committee meetings and Management meetings.

Finally, let me also take this opportunity to thank the Mayor, Speaker, all Councillors, Senior Management and staff members for their support during the year under review as part of our mission of serving our community with excellence.

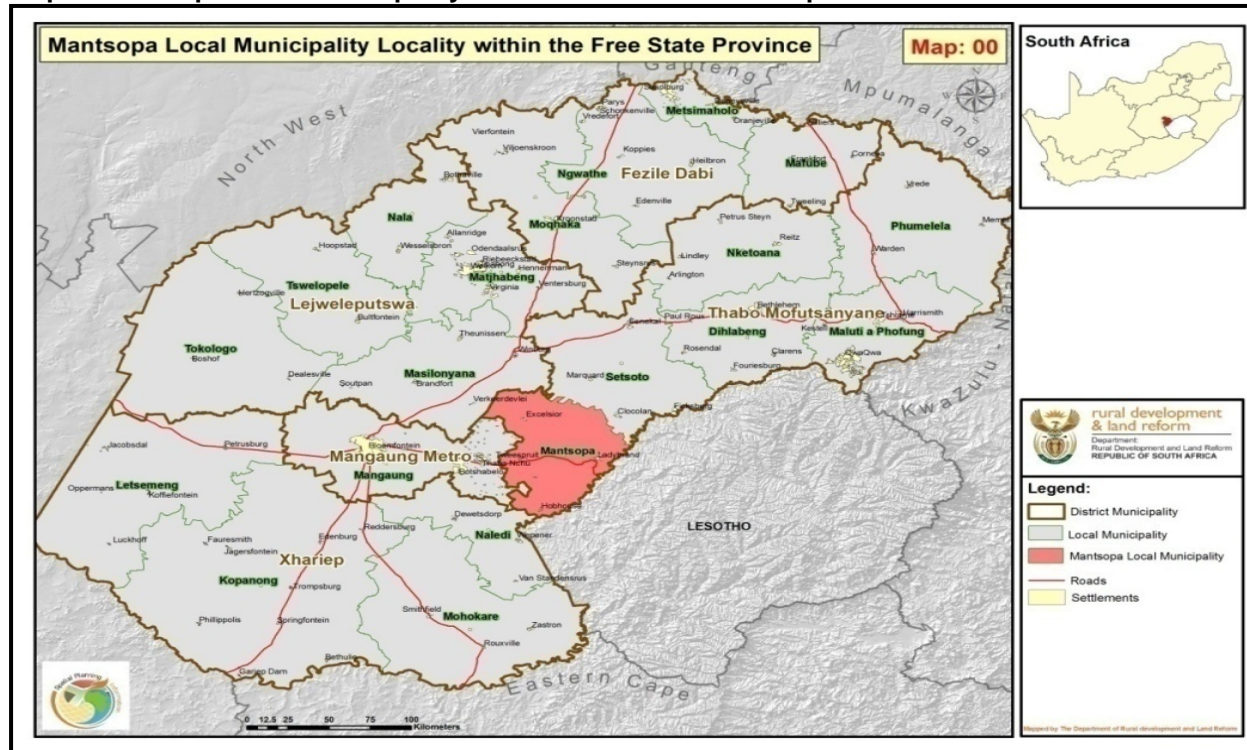
Your contribution is always valued.

.....  
**THAMAE MASEJANE**

**MUNICIPAL MANAGER**

## CHAPTER 1. MUNICIPAL OVERVIEW

Map 1: Mantsopa Local Municipality on Free State Province map



**Mantsopa Local Municipality** was established on 5 December 2000 and incorporates the areas such as Ladybrand, Hobhouse, Tweespruit, Excelsior, and Thaba Patchoa. It forms part of the Eastern Free State and falls within the Thabo Mofutsanyana District Municipal area. The municipality borders the Kingdom of Lesotho in the east, Mangaung Local Municipality to the west, and Maseru and Mafikeng to the north. The languages spoken in Mantsopa are Sesotho, English and Afrikaans as dominant languages in the Province.



The economy of Mantsopa is largely on the commercial farming sector, which employs a large number of the local community. On the other hand, the private businesses and public sector also employ a quota of the community in various towns. Tourism also plays an attraction point within the Maluti Mountains and the official pronouncement of Lekhalong La Mantsopa as a national heritage site. Mantsopa area is accessible via the N8 and R26 roads which transverse the area. A railway line that runs along these routes' services the area; therefore, it also makes it a gateway to the Mountain Kingdom of Lesotho, which attracts lot of tourists nationally and internationally

**Ladybrand** is considered the most progressive of all towns and is the most eastern node in the municipal area. Ladybrand municipal area includes Manyatseng, Mauersnek and the surrounding municipal commonages that covered an area of 4 682 ha in size. The town accommodates 34% of the total population of Mantsopa.

**Hobhouse** is a smaller rural town that is located southwest of Ladybrand and east of the Leeuw River along the Lesotho border. Hobhouse is the most southern node in the municipal area. It is about 2 089 ha in extent which includes Dipelaneng and municipal commonages. The town accommodates 4.6% of the total population of Mantsopa.

**Tweespruit** is the most centrally located node along the N8 route between Bloemfontein and Ladybrand. It is about 1 534 ha in extent and included Borwa, Dawiesville and municipal commonages. The town accommodates 10.2% of the total population of Mantsopa.

**Excelsior** is located 40 km north of Tweespruit along the R709 and forms the northern boundary of Mantsopa. It is about 1 298 ha in extent of which 243 ha was designed as an urban area, the rest were rented out to commercial farmers while some land was utilized for grazing purposes. It includes Mahlatswetsa and municipal commonages. Excelsior accommodates 10.6% of the total population of Mantsopa.

**Thaba Patchoa** is located between Tweespruit and Hobhouse and is a small agricultural residence for 1100 families. It is about 3 864 ha in extent and consisted of the farms Thaba Patchoa 105, Segogoana's Valley 665 and Sweet Home 667.

The municipal area has been divided into 9 wards. These wards comprise of the following areas:

- Ward 1:** Tweespruit, Borwa, Dawiesville, Thaba Patchoa and surrounding rural areas;  
**Ward 2:** Hobhouse, Dipelaneng, and surrounding rural areas;  
**Ward 3:** Vukazenzele; Masakeng; Mekokong; Part of Los My Cherrie and a small portion in town, Modderpoort, and surrounding rural areas.  
**Ward 4:** Part of Los My Cherrie, Flamingo; Part of Lusaka.  
**Ward 5:** Mandela Park, Riverside, Masakeng, Thusanong.  
**Ward 6:** Lusaka, Thabong, New Platberg, and Homes 2000;  
**Ward 7:** Ladybrand Town, Mauersnek; Platberg  
**Ward 8:** Excelsior, part of Mahlatswetsa, part of Tweespruit and surrounding rural areas;  
**Ward 9:** Mahlatswetsa.

**Table 1: Number of Households per ward.**

<i>Number of Households per ward – Census 2011</i>										
<b>Ward 1</b>	<b>Ward 2</b>	<b>Ward 3</b>	<b>Ward 4</b>	<b>Ward 5</b>	<b>Ward 6</b>	<b>Ward 7</b>	<b>Ward 8</b>	<b>Ward 9</b>	<b>Total for 2011</b>	<b>Total for 2016</b>
1 886	1 865	1 859	2 088	1 558	1 363	1 578	14 94	1 479	15 170	16 951

*Source: Statistics South Africa - Census 2011 and community survey 2016*

**Note:** information for 2016 is from the community survey 2016, which is only up to municipal level not ward level.

## THE POPULATION OF MANTSOPA

Mantsopa Local Municipality is the second largest local municipal area within Thabo Mofutsanyana, but only accommodates 7% of the total population of Thabo Mofutsanyana. The municipal area comprises five urban areas that are dispersed throughout the region, with a surrounding commercial farming area that is utilised for mixed farming practices. The languages spoken in Mantsopa are Sesotho, English and Afrikaans, the dominant languages in the province.

**Table 2: Demographic Analysis of Mantsopa Local Municipality**

DEMOGRAPHIC INDICATORS	1996	2001	2011	2016
<b>POPULATION SIZE</b>				
Total Population	50 085	55 339	51 056	53 056
<b>POPULATION DISTRIBUTION</b>				
Formal Dwellings (%)	59%	68.40%	81.7%	83.7%
Rural Areas	21 405	12 329	15 057	-
<b>POPULATION COMPOSITION</b>				
% Young (0-14)	34.50%	35.90%	34.80%	-
% Working Age (15-64)	23.20%	26%	25.90%	-
% Elderly (65+)	5.20%	5.60%	5.40%	-
<b>POPULATION GROUPS</b>				
Black African	43 084	48 878	45 725	47 311
Coloured	2 233	2 472	2 006	1 760
White	4 345	3 761	3 366	4 010
Indian/Asian	183	227	296	444
<b>HOUSEHOLDS AND SERVICES</b>				

DEMOGRAPHIC INDICATORS	1996	2001	2011	2016
Average number of rooms			4	-
Average household size	11 577	13 773	15 170	16 951
Access to piped water (%)	37.80%	73.80%	24.40%	95.5%
Access to electricity ((%)	69.70%	74.90%	90.90%	91.0%
Access to Sanitation (%)	36.80%	34.50%	67.50%	87.7%
Tenure Status (%)			29.70%	-
<b>EDUCATIONAL STATUS</b>				
Attending Educational Institution			14 456	-
No schooling			2 541	-
Primary enrolment rate			15 724	-
Secondary enrolment rate			21 625	-
% completed matric			2.60%	-
% completed higher education			4.80%	-
<b>EMPLOYMENT STATUS</b>				
Unemployment rate (%)	30%	35.51%	29.20%	-
Employment rate (%)	70%	64.49%	23.10%	-
<b>INCOME STATUS</b>				

DEMOGRAPHIC INDICATORS	1996	2001	2011	2016
Average household income			R19601-38200	-
Indigent households (below R3000)			1 426	-

**Table 3: Distribution of total population by functional age groups**

	Age groups				Total	Dependency ratio
	0 - 14 (Children)	15 - 34 (Youth)	35 - 64 (Adult)	65 + (Elderly)		
Census 2011	16 216	18 146	13 918	2 776	51 056	59.2
CS 2016	16 048	21 301	12 198	3 979	53 525	59.8
<b>Population intercensal growth (2011 - 2016)</b>	<b>-168</b>	<b>3 155</b>	<b>-1 720</b>	<b>1 203</b>	<b>2 469</b>	

Data source: Stats SA, Census 2011 and Community Survey 2016

Table 3 above indicates that the population of Mantsopa Local Municipality has increased between 2011 and 2016 with intercensal growth of 2469. In all age groups, the population has increased between the years except for children (0 – 14 years) which declined by intercensal growth of 168. The dependency ratio of Mantsopa Local Municipality has slightly increased from 59.2% in Census 2011 to 59.8% in 2016. Refer to figure 1 and 2 below as well.

**Table 4: Population distribution by languages most spoken**

Languages	Gender		Total
	Male	Female	
Afrikaans	1 898	1 911	3 810
English	832	1 133	1965
IsiNdebele	-	-	-
IsiXhosa	110	41	152
IsiZulu	39	13	52
Sepedi	74	46	120
Sesotho	22 401	23 867	46 269
Setswana	40	32	72
Sign language	-	-	-
SiSwati	-	-	-
Tshivenda	-	-	-
Xitsonga	-	14	14
Khoi; nama and san languages	-	-	-
Other	142	34	175

Data sources: Stats SA, Census 2011 and Community Survey 2016

Table 4 above indicates the distribution of the population by language and gender. The most spoken language within the municipality is Sesotho followed by Afrikaans and English respectively. None of the population members uses sign language to communicate.

The municipal area accommodates approximately 53 526 people and covers an area of 4 290 km<sup>2</sup>. It incorporates five small towns, which accommodates collectively 70.9% of the total population of Mantsopa. These small towns serve the surrounding rural community. The five main towns situated in Mantsopa are Ladybrand Head Office, Hobhouse, Tweespruit, Thaba-Phatchoa and Excelsior.

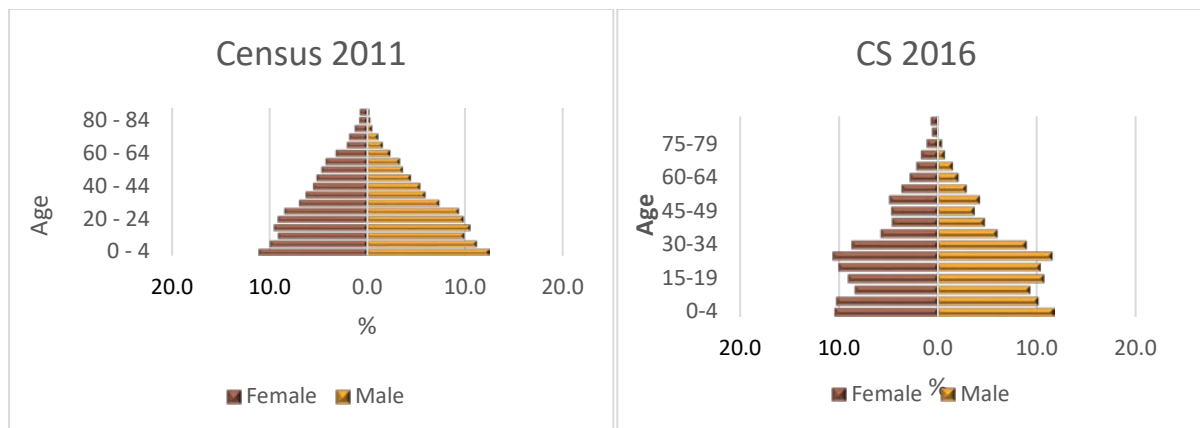
**Table 5: Distribution of total population, number of households and household size**

	Population	Households	Average Household Size
<b>Census 2011</b>	51 056	15 170	<b>3.4</b>
<b>CS 2016</b>	53 526	16 951	<b>3.2</b>

Data sources: Stats SA, Census 2011 and Community Survey 2016

Table 5 above indicates the total population, number of households as well as the average household size in Mantsopa local municipality between the years 2011 and 2016. Even though the total population as well as the number of households has increased, the average household size has slightly decreased from 3.4 to 3.2 where in essence it remained constant at three members (3) per households when rounding off both household size figures.

**These Figures shows Population structures – Census 2011 and Community Survey 2016**



**Figure 1**

**Figure 2**

Data sources: Stats SA, Census 2011 and Community Survey 2016

Figure 1 and 2 above indicate population structures of Mantsopa Local Municipality in 2011 and 2016 respectively. This indicates that the Municipality consists of young population than the old. Based on the age group 0 - 4 years, the figures suggest that there was consistency in terms of fertility within the Municipality in the past five years. The figures suggest that females live longer than the male population within the Municipality.

The Municipality undertook a rural survey in 2001 to get more information regarding the current level of service provision in the rural areas and the number of people residing on the farms. This survey indicated that an average of 2.8 households stay on those farms occupied by farmers and their workers. Where the farmer was not residing on the farm itself, 25% of all respondents indicated that an average of 2 families stayed on the farm.

Only 35 farms, representing 11.4% of the respondents, had nobody that resided on the farm. A survey at the Deeds Office indicated that there are 1874 farms registered in Mantsopa. If these figures are used to predict the number of households staying in the rural areas, the following:



**Table 6: Estimated number of Rural Households**

<b>Survey Result</b>	<b>Applied to total number of farms</b>	<b>No of Households</b>
73% or 223 farmers resided on the farm	$73\% \times 1874 \text{ farms} = 1368$	$1368 \times 2.8 = 3830$
35 farms had nobody residing on it (11%)	$11\% \times 1874 \text{ farms} = 206$	$206 \times 0 = 0$
48 farmers did not stay on the farm they worked (16%)	$16\% \times 1874 \text{ farms} = 300$	$300 \times 2.0 = 600$
<b>Total</b>	<b>1 874</b>	<b>4 430</b>

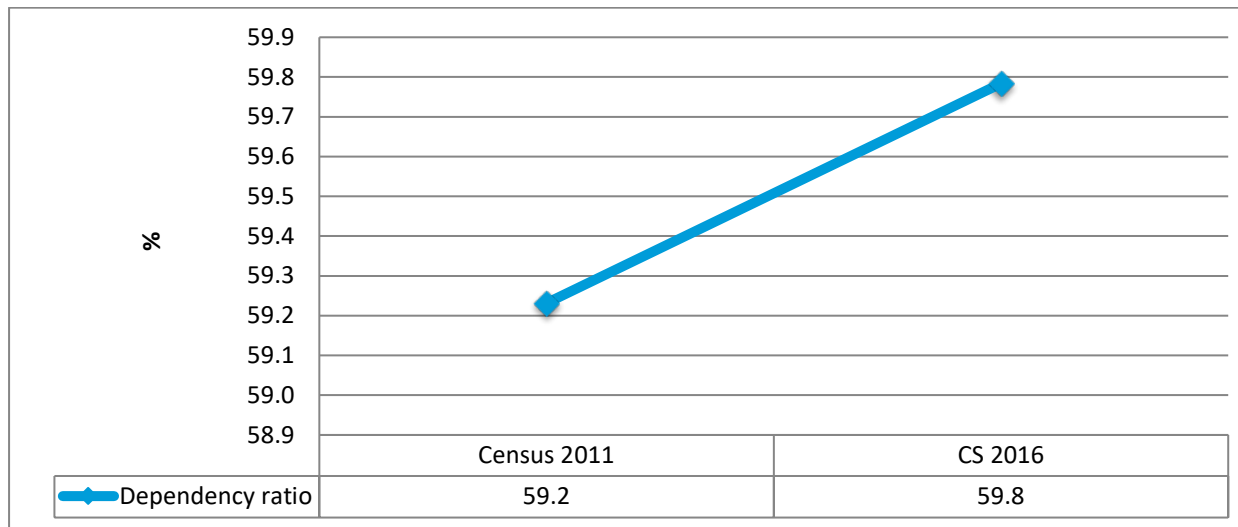
*Source: Rural Survey (Mantsopa Local Municipality, 2016)*

The rural survey conducted by the Municipality also indicated that the average household size of the farm workers is 2.6 family members per household while the farmers has on average 2.1 family members. It is therefore estimated that 12 329 people are residing in the rural areas, using these average household sizes and multiplying it with the above estimated number of households.

This figure is less than the rural population estimates of 21 405 people, if a compounded growth rate of 1.7% per annum is applied to the census figure of 1996. However, it is known fact that many farmers have retrenched workers since 1996 and therefore the rural population should have decreased, thus concluding the findings made by the rural survey. The following conclusion can therefore be drawn from the above, namely that:

The estimated population of the rural survey is correct and therefore the rural population has decreased while there was an influx of people, through both migration and immigration into the urban areas. It is therefore estimated that the total number of households have increased from 11 715 to 15 057. Mantsopa Local Municipality has had some mixed outcomes in terms of Services Provision from 1996 to 2011 as showed in the table below. Access to piped water has had a serious decrease and needs to be addressed within this IDP.

**Figure 3: Dependency ratio**



Data source: Stats SA, Census 2011 and Community Survey 2016

According to census 1996, 34.5% of the total population was 19 years and younger and 70.0% of the total population was economic active (between 15 – 65 years). These figures could have changed due to migration and the impact of HIV/AIDS, but it still gives a good overview of the age composition of the population. The table below gives a breakdown of the age profile per geographical area.

**Table 7: Age profile per ward**

**#there was no ward 9 before 2001. Ward 9 was only established after Census 2001**

<b>AGE DISTRIBUTION</b>												
	<b>1996</b>				<b>2001</b>				<b>2011</b>			
	<b>0-14</b>	<b>15-34</b>	<b>35-64</b>	<b>65+</b>	<b>0-14</b>	<b>15-34</b>	<b>35-64</b>	<b>65+</b>	<b>0-14</b>	<b>15-34</b>	<b>35-64</b>	<b>65+</b>
<b>Ward 1</b>	1612	1785	1095	340	1350	1542	1140	324	1987	2142	1877	342
<b>Ward 2</b>	2235	1825	1331	377	2622	2136	1830	486	1823	2012	1653	335
<b>Ward 3</b>	2107	2415	1215	222	2469	2820	1707	309	1650	2198	1542	367
<b>Ward 4</b>	2004	1899	1795	323	1746	2001	1878	336	2505	2781	1831	325
<b>Ward 5</b>	1982	2563	1751	420	2886	3369	2319	576	1713	2048	1384	223
<b>Ward 6</b>	1415	1671	944	186	1581	1776	1131	180	1603	1859	1082	185
<b>Ward 7</b>	2555	1926	1577	278	2481	2556	2055	342	1460	1631	1796	370
<b>Ward 8</b>	3301	3627	1983	479	2859	3375	2328	537	1925	1734	1474	349
<b>Ward 9</b>	#	#	#	#	#	#	#	#	1550	1742	1278	269
<b>Total</b>	<b>17 211</b>	<b>17 711</b>	<b>11 691</b>	<b>2 625</b>	<b>17 994</b>	<b>19 575</b>	<b>14 388</b>	<b>3 090</b>	<b>16 216</b>	<b>18 147</b>	<b>13 917</b>	<b>2 765</b>

Source: Census Statistics (2011)

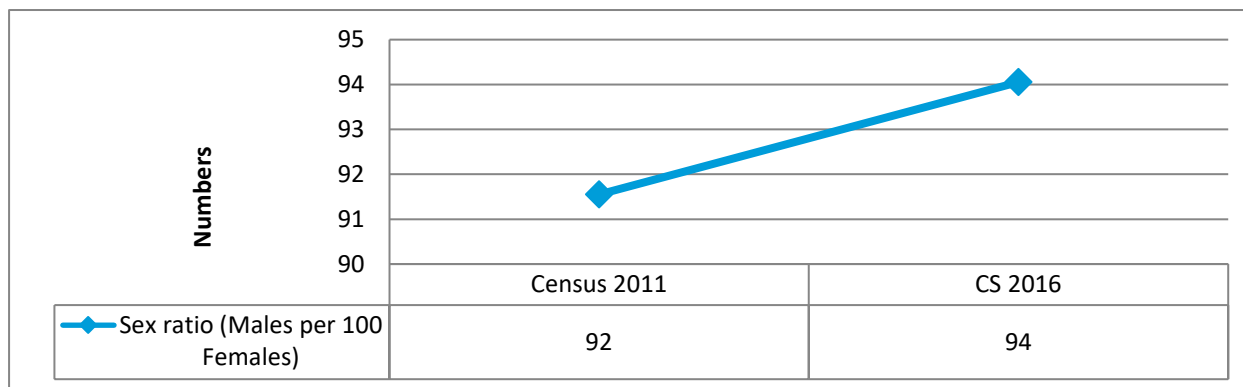
**Table 8: Distribution of total population by gender**

	Gender		Total	Sex ratio (Males per 100 Females)
	Male	Female		
Census 2011	24 402	26 654	51 056	92
CS 2016	25 943	27 583	53 525	94

Data source: Stats SA, Census 2011 and Community Survey 2016

Table 8 above indicates the distribution of total population in Mantsopa Local Municipality by gender as well the sex ratio for Census 2011 and CS 2016. The male population has increased from 24 402 in 2011 to 25 943 in 2016 and as for females, it has increased 26 654 in 2011 to 27 583 in 2016. In both 2011 and 2016, the number of males was found to be less than those of females as the sex ratios were 92 and 94 in both 2011 and 2016 respectively. See figure 4 below on sex ratio.

**Figure 4: Sex ratio**



Data source: Stats SA, Census 2011 and Community Survey 2016

**Table 9: Distribution of total population-by-population group and gender**

Population group	Census 2011			CS 2016		
	Male	Female	Total	Male	Female	Total
Black African	21 413	23 713	45 125	22 937	24 374	47 311
Coloured	991	1 016	2 007	865	895	1 760
Indian or Asian	169	128	297	326	119	444
White	1 668	1 699	3 367	1 816	2 194	4 010
Other	162	98	260			
<b>Total</b>	<b>24 402</b>	<b>26 654</b>	<b>51 056</b>	<b>25 943</b>	<b>27 583</b>	<b>53 525</b>

Data sources: Stats SA, Census 2011 and Community Survey 2016 (NB: CS 2016 did not reflect on others)

Table 9 above shows the distribution of municipal total population-by-population group and gender. The dominant population group was Black Africans with 88% for both Census 2011 and Community Survey 2016 followed by White with 7% and 8% respectively. Indian/Asian population contributed the least to the total municipal population for both Census 2011 and Community Survey 2016 0.6% and 0.8% respectively.

### **3.1 Human and social development**

#### **Human development index**

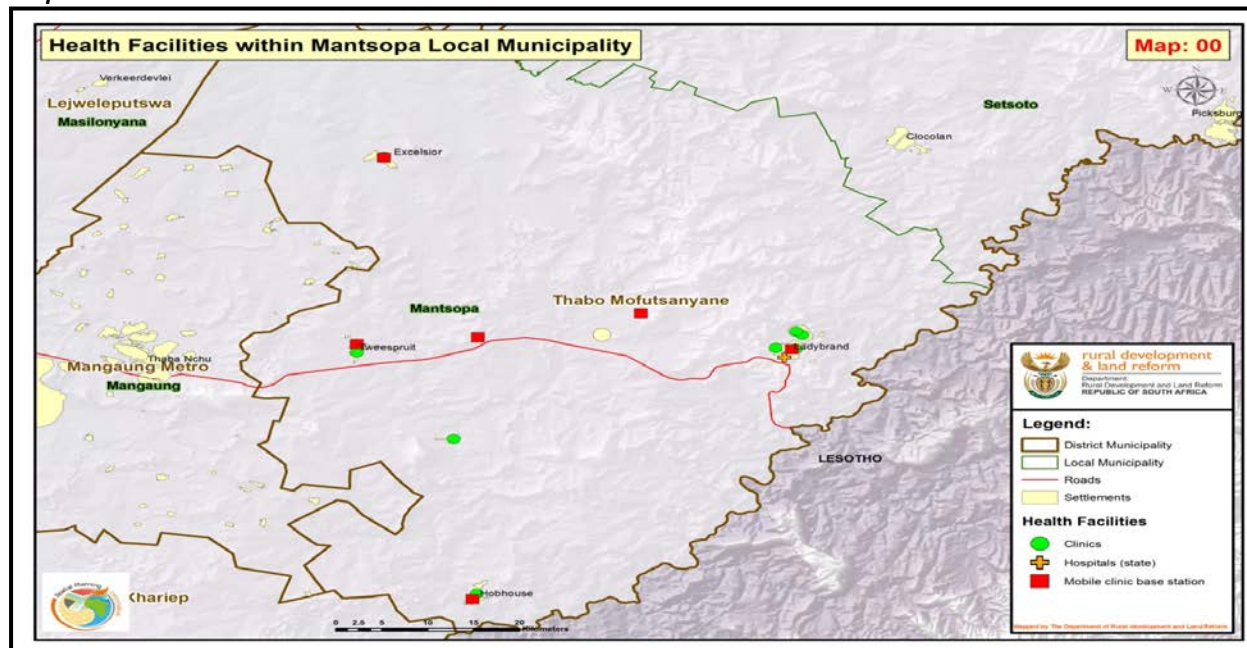
It is extremely difficult to determine the level of human development of the municipal area due to a lack of accurate and recent information. The only information that is readily available is census data that does not reflect the human and social development status of a community.

## Health Status

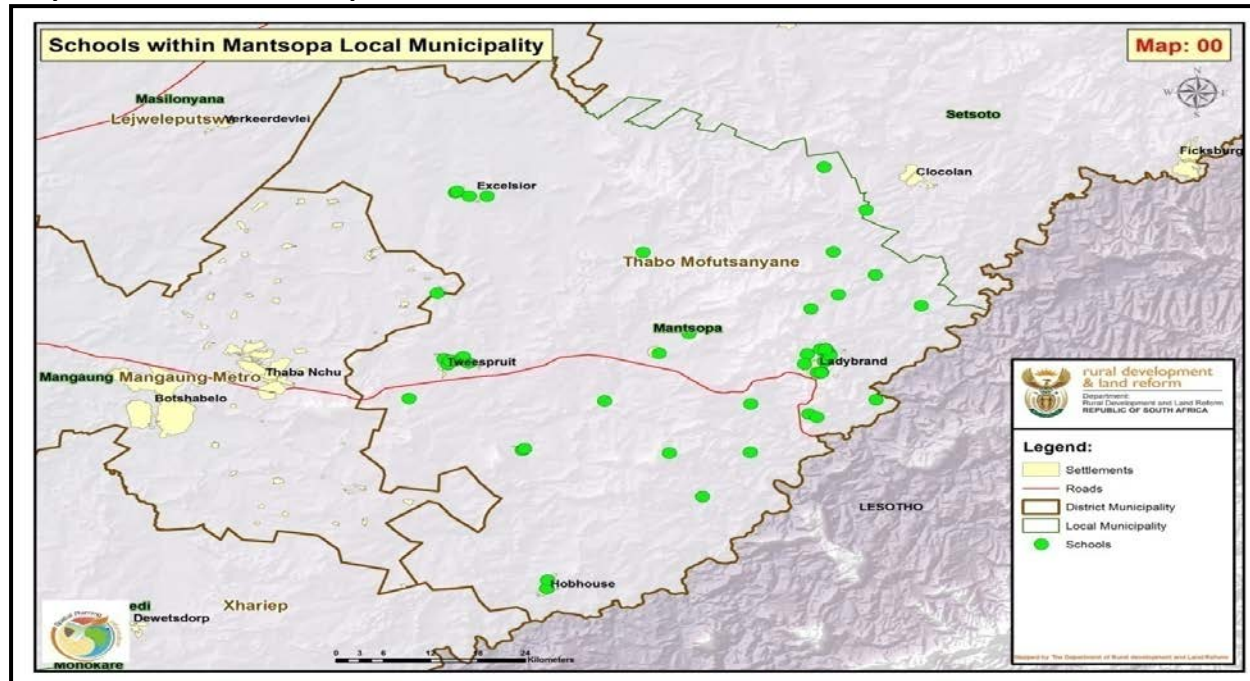
General statistics on the health status of the community is limited. However, a good indication is obtained from the statistics provided by the Department of Health about the current health status of people living in Mantsopa. 1318 new diarrhoea cases were reported during 2014 in Mantsopa. The incidence rate is 104.6 per 1000 of the population (Free State Provincial Government (FSPG): Department of Health, 2017).

The Provincial Department of Health (2017) also revealed that 8 297 new STI cases were reported in 2014 which represents 70.6 incidences. A 145 TB case findings were reported in 2000 with an incidence rate of 8.3%, a Teenage pregnancy have decreased from 321 to 118 since 2000 (FSPG: Department of Health, 2011).

**Map 2: Health Facilities.**



**Map 3: Schools in Mantsopa.**



**Table 10: Distribution of employed population in Mantsopa Local Municipality by age groups and type of sector per ward**

Age group and ward	Type of sector		
	In the formal sector	In the informal sector	Private household
<b>35 - 64 (Adults)</b>			
Ward 1	580	105	69
Ward 2	345	154	146
Ward 3	453	86	233
Ward 4	520	185	79
Ward 5	414	78	168
Ward 6	209	80	69
Ward 7	735	206	185
Ward 8	442	88	71
Ward 9	291	105	106
<b>Mantsopa</b>	<b>3 989</b>	<b>1 086</b>	<b>1 127</b>
<b>15 - 34 (Youth)</b>			
Ward 1	520	74	31
Ward 2	300	97	102
Ward 3	495	126	218
Ward 4	480	188	43



Age group and ward	Type of sector		
	In the formal sector	In the informal sector	Private household
Ward 5	356	103	64
Ward 6	255	107	36
Ward 7	444	169	119
Ward 8	299	61	26
Ward 9	296	108	73
<b>Mantsopa</b>	<b>3 445</b>	<b>1 033</b>	<b>712</b>
<b>15 - 64 Years</b>			
Ward 1	1 100	178	100
Ward 2	645	251	248
Ward 3	948	212	451
Ward 4	1 000	373	122
Ward 5	770	181	232
Ward 6	464	187	105
Ward 7	1 179	374	304
Ward 8	741	149	97
Ward 9	587	213	180
<b>Mantsopa</b>	<b>7 434</b>	<b>2 119</b>	<b>1 839</b>

Data source: Stats SA, Census 2011

Table 10 above indicates the distribution of employed population aged between 15 and 64 years in Mantsopa Local Municipality by type of sector per ward. The overall municipal employed people were found to be in formal sector with 7 434 employed people. The informal sector was found to be more than that of private households with 2 119 employed people.

**Table 11: Distribution of employment status and unemployment rate by age groups per ward in Mantsopa Local Municipality**

Age group and ward	Employment status			Unemployment rate
	Employed	Unemployed	Not economically active	
35 - 64 (Adults)				
Ward 1	761	214	902	21.9
Ward 2	666	104	882	13.5
Ward 3	804	193	544	19.4
Ward 4	870	305	657	26.0
Ward 5	664	161	559	19.5
Ward 6	389	179	515	31.5
Ward 7	1169	84	545	6.7
Ward 8	617	217	638	26.0
Ward 9	505	99	673	16.4
Mantsopa	6 447	1 556	5 915	19.4
15 - 34 (Youth)				

Ward 1	637	434	1071	40.5
Ward 2	507	166	1338	24.7
Ward 3	866	370	962	29.9
Ward 4	777	677	1326	46.6
Ward 5	527	385	1136	42.2
Ward 6	441	434	983	49.6
Ward 7	761	181	692	19.2
Ward 8	392	439	904	52.8
Ward 9	484	246	1012	33.7
<b>Mantsopa</b>	<b>5 391</b>	<b>3 332</b>	<b>9 423</b>	<b>38.2</b>
<b>15 - 64 Years</b>				
Ward 1	1 399	648	1 973	31.7
Ward 2	1 173	270	2 220	18.7
Ward 3	1 671	562	1 506	25.2
Ward 4	1 648	982	1 983	37.3
Ward 5	1 191	546	1 695	31.4
Ward 6	830	613	1498	42.5
Ward 7	1 929	265	1 237	12.1

Ward 8	1 009	657	1 542	39.4
Ward 9	989	344	1 685	25.8
<b>Mantsopa</b>	<b>11 838</b>	<b>4 888</b>	<b>15 338</b>	<b>29.2</b>

Data source: Stats SA, Census 2011

Table 11 above indicates the distribution of unemployment status as well as unemployment rate of population aged between 15 and 64 years in Mantsopa Local Municipality per ward in 2011. The overall municipal unemployment rate it was found to be 29.2%. The ward with the highest unemployment rate was Ward 6 with 42.5%.

According to Map below, the Blue Drop Status van improved for all the towns in Mantsopa Local Municipality. A summary of the outcome is seen below the map.

**Table 14: Municipal Context**

Table 2.1: Municipal Context						
Geographic Area		Population size and Households				Bordering Towns
Mantsopa Local Municipality area of jurisdiction covers 4 290 km².		Population size				It borders the Kingdom of Lesotho in the east, Mangaung Metropolitan Municipality to the west, South, and Masilonyana and Setsoto to the north. It incorporates five small towns, which accommodate collectively 66, 5% of the total population of Mantsopa. These small towns serve the surrounding rural community.
		1996	2001	2011	2016	
		50 085	55 339	51 056	53 526	
		Number of Households				
		According to Statistics South Africa: Community Surveys 2016, there were a total number of 16 951 households within the area of jurisdiction of Mantsopa Local Municipality.				

Source: Census 2011 and community survey 2016



## **Policy Context and Planning Framework**

### **Constitution of the Republic (1996)**

The Constitution (1996) assigns the developmental mandate to local government. This implies that municipalities must strive to achieve the objects of local government within its financial and institutional capacity, namely:

- To promote democratic and accountable government for local communities.
- To ensure that provision of services to communities in a sustainable manner.
- To promote social and economic development.
- To promote a safe and healthy environment

To encourage the involvement of communities and community organizations in the matter of local government.

The Constitution stipulates that all three spheres of governance are autonomous but interdependent. This therefore calls for closer collaboration between all these spheres of governance. Needless to mention, a number of national policies have a particular bearing on the provincial and local spheres of government. A few critical ones are highlighted below.

### **National Development Plan 2030**

The South African Government, through the Presidency, has published a *National Development Plan*. The Plan aims to eliminate poverty and reduce inequality by 2030. The Plan has the target of developing people's capabilities to be to improve their lives through education and skills development, health care, better access to public transport, jobs, social protection, rising income, housing and basic services, and safety. More importantly for efficiency in local government the NDP proposes 8 targeted actions listed below:

1. Stabilise the political- administrative interface
2. Make public service and local government careers of choice
3. Develop technical and specialist professional skills
4. Strengthen delegation, accountability and oversight

5. Improve interdepartmental coordination
6. Take proactive approach in improving national, provincial and local government relations
7. Strengthen local government
8. Clarify the governance of SOE's

Cabinet and National Assembly adopted the National Development Plan 2030 as an overarching long term strategic plan for the country to create employment, eliminate poverty and reduce inequality by 2030 through uniting South Africans, unleashing the energies of its citizens, growing an inclusive economy, building capabilities, enhancing the capability of the state and leaders working together to solve complex problems, the NDP further defines a desired destination and identifies the role different sectors of society need to play in reaching that destination.

### **Free State Growth and Development Strategy (FSGDS)**

The provincial government of Free State has developed a Free State Provincial Growth and Development Strategy (PGDS) Free State Vision 2030. The PGDS is the fundamental policy framework for the Free State Provincial Government. It is the embodiment of the broad strategic policy goals and objectives of the province in line with national policy objectives.

The Strategy addresses the key and most fundamental issues of development, spanning the social, economic and political environment. It constantly takes into account annual provincial priorities and sets broad targets in terms of provincial economic growth and development, service delivery and public service transformation. The Strategy has identified six priority areas of intervention in the province, namely;

1. Inclusive Economic growth and sustainable job creation;
2. Education innovation and skills development
3. Improved quality of life
4. Sustainable Rural Development
5. Efficient Administration and Good Governance
6. Building social cohesion

## **Radical Economic Transformation**

Government's programme of radical economic transformation is about placing the economy on a qualitatively different path that ensures more rapid, sustainable growth, higher investment, increased employment, reduced inequality and deracialisation of the economy. The NDP sets an annual growth target of above 5% by 2030 and emphasises measures to ensure that the benefits of growth are equitably shared.

The NDP further indicates that South Africa needs to increase its level of investment to at least 30% of GDP by 2030. This requires an economic environment that encourages business investment and rewards competitiveness, especially in sectors that can catalyse longer term growth and job creation

## **Improving Service Delivery.**

In dealing with backlogs and the quality of services which is uneven, there is a dire need to commit to resolve these challenges in order to improve the quality and consistency of services, which requires improvements in the performance of the public service, municipalities and service providers.

Measures to improve the capacity and developmental commitment of the state should therefore receive high priority over this MTSF period. Building capacity of the state is a long-term task which requires immediate implementation. Key priorities aimed at improving the quality of service delivery include institutionalising long-term planning; forging a disciplined, people-centred and professional public service; empowering citizens to play a greater role in development; and building an ethical public service. It will also be important to improve the management of contracts in order to ensure effective relations with non-governmental and private sector service providers.

Over the MTSF period, national and provincial departments of local government will focus on improving the quality of targeted oversight and support available to municipalities. Local government is the most participatory sphere of government and measures should be put in place to ensure that communities are empowered to hold public representatives and officials accountable, including through strengthening existing forums of people's participation.

Particular attention will be given to the management of service delivery, human resource management and financial management at provincial level. Where national and provincial or local government have concurrent responsibilities, policy coordination, monitoring and support for service delivery will be strengthened and relations between spheres will be improved.



Corruption impedes service delivery, compromises development and undermines public confidence in the state. To strengthen the fight against corruption, Government will focus on limiting the scope for conflicts of interest by prohibiting public servants and public representatives from doing business with the state as well as ensuring transparency in public expenditure and contractual relations with the business sector.

Corruption is partly a symptom of a wider problem relating to weak management and operations systems, which create the space for corruption to occur, so improvement of operational management, and especially procurement systems, will be prioritised to play an important role in reducing the scope for corruption which is adversely affecting the poor.

#### **Outcome 9: Responsive, accountable, effective and efficient developmental local government system**

Drawing from the NDP chapter on a Capable and Developmental State, by 2030 SA will have a developmental state that is accountable, focused on citizen's priorities, and capable of delivering high-quality services consistently and sustainably through cooperative governance and participatory democracy. As depicted in the White Paper on Local Government, developmental local government is **"local government committed to working with citizens and groups within the community to find sustainable ways to meet their social, economic and material needs and improve the quality of their lives"**.

In this scenario, local government is at the forefront of participatory democracy, involving citizens in meaningful deliberations regarding governance and development; is responsive to citizens' priorities, and enjoys high levels of trust and credibility amongst the public; whose employees are skilled, competent and committed to delivering quality services; is able to cost-effectively increase the quantity and quality of services and operates within a supportive and empowering intergovernmental system.

Municipalities operate in a complex environment and municipal performance is impacted at four levels: the individual, institutional, environmental and macro-socio-economic. The priority issues within each of the four levels that are negatively impacting on municipal performance are reflected in the table below:

Institutional Capacity	Enabling Environment	Macro Context
<ul style="list-style-type: none"> <li>• Technical skills gaps and lack of relevant competencies</li> <li>• High staff turnover and vacancy levels</li> <li>• Weak enforcement of by-laws and policies</li> <li>• Poor attitudes &amp; values of staff</li> <li>• Lack of professionalism &amp; regulation thereof by professional bodies &amp; government</li> <li>• Fraud at all levels</li> <li>• Weak strategy – focus on compliance</li> <li>• Weak executive decisions, often contrary to technical advice</li> <li>• Organisational instability, including review of S 54 &amp; 56 contracts linked to political term of office</li> <li>• Lack of oversight and accountability</li> <li>• Lack of legal compliance and regulatory support</li> <li>• Weak municipal financial systems</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of central co-ordination support, information and M&amp;E</li> <li>• Financial viability of municipalities</li> <li>• Bulk infrastructure gaps</li> <li>• Lack of clarity regarding decentralisation of powers and functions and role of the districts</li> <li>• Role of DCOG unclear</li> <li>• Lack of planning alignment amongst the 3 spheres – IDP not taken seriously by other spheres</li> <li>• Local government financing system, including Equitable Share, needs to be reviewed</li> <li>• Unstable political environment</li> <li>• Inconsistent, incoherent and complex local government legislative environment</li> <li>• Lack of customised support to municipalities, and support focused on compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Huge pressures of poverty, unemployment and inequality</li> <li>• Huge service delivery backlogs</li> <li>• Weak public participation</li> <li>• Huge social issues, such as crime, drug abuse, gender-based violence</li> <li>• Weak revenue base of municipalities with low levels of affordability</li> <li>• Political dynamics, including coalitions resulting in inertia</li> <li>• Pressures of in-migration and urbanisation</li> <li>• Weak education system</li> </ul>

## Sustainable Developmental Goals

### Background on SDGs

Adopted by world leaders in September 2015 and implemented at the start of 2016, more than 150 countries have pledged to mobilize efforts to end all forms of poverty, fight inequalities, and tackle climate change, while ensuring that no one is left behind. The SDGs build on the work of the Millennium Development Goals (MDGs) that were emphasized from 2000 to 2015. The new SDGs are unique in that they're broader in their scope of eradicating all forms of poverty by calling for action by all countries, rich and poor, to promote prosperity while protecting the planet. The following is the agreed upon goals:

The Sustainable Development Goals (SDGs: 17 Steps to a better world)

1. **End poverty in all its forms everywhere**
2. End hunger, achieve food security and improved nutrition and promote sustainable agriculture
3. Ensure healthy lives and promote well-being for all at all ages
4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all
5. **Achieve gender equality and empower all women and girls**
6. Ensure availability and sustainable management of water and sanitation for all
7. Ensure access to affordable, reliable, sustainable and modern energy for all
8. **Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all**
9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation
10. Reduce inequality within and among countries
11. Make cities and human settlements inclusive, safe, resilient and sustainable
12. Ensure sustainable consumption and production patterns
13. Take urgent action to combat climate change and its impacts
14. Conserve and sustainably use the oceans, seas and marine resources for sustainable development
15. Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss
16. **Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels**
17. Strengthen the means of implementation and revitalize the global partnership for sustainable development.

## **CHAPTER 2: GOVERNANCE**

### **Vision**

*To Communally Create Better Livelihoods and Build a Community of Mantsopa Defined by a Common Dream by 2030*

### **Mission statement**

*Transform Social and Economic Development Patterns through Integrated, Accessible, Equitable and Sustainable Service*

### **Component A: Governance Structure**

In line with Chapter 7 of the Constitution of the Republic of South Africa, Mantsopa Local Municipality's executive and legislative authority is vested in its Municipal Council. In carrying out its mandate, to govern on its own initiative, the municipality must ensure consistent compliance with applicable national and provincial legislations.

The Constitution of the Republic of South Africa specifically section 152 (ss. 1) enjoins and vest the following developmental mandates on municipalities. These are;

- To provide democratic and accountable government for the local communities.
- To ensure provision of services to communities in a sustainable manner.
- Promote social and economic development.
- To promote safe and healthy environment for local communities and,
- To encourage public and community participation in matters of local government.

Mantsopa Local Municipality has both political as well as administrative structures. The political structure consists of the entire municipal Council, the Mayor, Speaker and the EXCO. The administrative structure in turn is embodiment of all municipal employees, with the Municipal Manager serving as head of administration. The senior management consists of four section 56 managers appointed on fixed contractual agreement, who also serve as heads of departments in the Municipality.

## THE PEOPLE SHALL GOVERN!

### KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

#### Political Governance

- **Municipal Council**

The municipal council of Mantsopa Local Municipality is the highest decision making body in the area of jurisdiction of this municipality. The council consists of 17 councillors affiliated to different political parties. The mayor and the speaker also form part of this council and are both full time political office bearers.

During the period under review, Mantsopa Municipal Council was able to meet as prescribed and where necessary convene special council meetings to process matters that warranted urgent attention. The Speaker, Councillor M J Moduka preside over all Council meetings, provide support and guidance to Section 80 Committees and Ward Committees.

#### Members of Mantsopa Municipal Council

NO	SURNAME & INITIALS	PERIOD	PARTY	SEAT TYPE	GENDER
1	TSOENE M.E	03 AUGUST 2016	ANC	PR (MAYOR)	F
2	MODUKA M J	03 AUGUST 2016	ANC	PR (SPEAKER)	M
3	GABA SQG	03 AUGUST 2016	ANC	WARD (1)	M
4	NAKALEBE P N	03 AUGUST 2016	ANC	WARD (2)	M
5	MEYA B E	03 AUGUST 2016	ANC	WARD (3)	F
6	THAISI N J	03 AUGUST 2016	ANC	WARD (4)	M
7	MOLEFE D T	03 AUGUST 2016	ANC	WARD (5)	M
8	TIGELI K I	03 AUGUST 2016	ANC	WARD (6)	M

9	HALSE T	03 AUGUST 2016	DA	WARD (7)	F
10	MOLETSANE L P	03 AUGUST 2016	ANC	WARD 8	M
11	SEOE G M	03 AUGUST 2016	ANC	WARD 9	M
12	MPAKATHE R T	03 AUGUST 2016	DA	PR	M
13	HATTINGH D	03 AUGUST 2016	DA	PR	M
14	JACOBS Y J	03 AUGUST 2016	ANC	PR	F
15	MOSES S J	03 AUGUST 2016	EFF	PR	M
16	MABOZA B A	03 AUGUST 2016	EFF	PR	F
17	SANI B M	03 AUGUST 2016	COPE	PR	M

Council appointed three members to the Executive Committee and four members who are serving as Chairpersons of Section 79 Committees, the executive leadership of the Municipality is vested with the Council as a collective, and as a result, the executive authority the Municipality is exercised through the Council.

The Mantsopa Local Municipality's EXCO consisted of the following members as at the end of the period under review:

Cllr M E Tsoene – Chairperson

Cllr T Halse

Cllr J Y Jacobs

## Section 79 Committees

The Municipality had Section 79 committees during the period under review, furthermore, Council appointed a Section 79 Committee on Municipal Public Accounts, Council also established a Petitions Committee and Women Caucus as some of Section 79 Committees. These committees are responsible for implementation of specific committee related programmes.

**1. FINANCE COMMITTEE (FINANCES/IDP/AUDIT/RISK & IT)**

**Cllr. Nakalebe - Chairperson**

Cllr Hattingh

Cllr Maboza

**2. GOVERNANCE COMMITTEE (PMS/HR/ADMINISTRATION/ WELLNESS & TRAINING)**

**Cllr GM Seoe - Chairperson**

Cllr BE Meya

Cllr D. Hattingh

Cllr SJ Moses

**3. INFRASTRUCTURE & URBAN PLANNING COMMITTEE (ROADS/ STORM WATER/ SEWERAGE/ SANITATION/ ELECTRICITY/ WATER SERVICES & PMU).**

**Cllr NJ Thaisi - Chairperson**

Cllr LP Moletsane

Cllr BM Sani

**4. COMMUNITY SERVICES COMMITTEE (HOUSING/ TOWN PLANNING/ CEMETERIES/ DISASTER/ PARKS/ REFUSE/TRAFFIC/ LAND DEVELOPMENT)**

**Cllr KI Tigeli - Chairperson**

Cllr DT Molefe

Cllr RT Mphakathi

**5. LED & TOURISM COMMITTEE (LED/ TOURISM/ FINANCE/ IDP)**

**CLlr DT Molefe     -            Chairperson**

CLlr LP Moletsane

CLlr SQG Gaba

CLlr B. Sani

**6. Local Labour Forum (LLF)**

**GM Seoe               -            Chairperson**

CLlr NJ Thaisi

CLlr PN Nakalebe

**7. Municipal Public Accounts Committee**

**CLlr LP Moletsane     -            Chairperson**

CLlr B.M Sani

CLlr NJ Thaisi

CLlr RT Mpakathi

CLlr KI Tigeli

CLlr SJ Moses



## **COUNCIL MEETINGS REPORT – 2018/2019**

<b>MEETING</b>	<b>DATE</b>	<b>COUNCILLORS ABSENT</b>
Special Council	17 July 2018	1. Cllr BE Meya - Apology 2. Cllr BA Maboza – Absent
Special Council	31 August 2018	1. Cllr MJ Moduka – Apology 2. Cllr T. Halse - Apology 3. Cllr Seoe - Absent
Special Council	17 September 2018	1. Cllr SQG Gaba - Absent 2. Cllr BM Sani - Apology
<b>Ordinary Council</b>	25 September 2018	1. Cllr BA Maboza - Apology 2. Cllr SJ Moses - Apology
Special Council	01 October 2018	1. Cllr SQG Gaba - Absent 2. Cllr DT Molefe - Apology 3. Cllr T. Halse - Apology 4. Cllr BM Sani - Apology
Special Council	12 November 2018	1. Cllr SQG Gaba - Apology
<b>Ordinary Council</b>	14 December 2018	1. Cllr DT Molefe - Apology 2. Cllr T. Halse - Apology 3. Cllr SJ Moses - Absent 4. Cllr BM Sani - Absent
Special Council	15 January 2019	1. Cllr DT Molefe – Absent. 2. Cllr GM Seoe - Apology 3. Cllr SJ Moses - Absent.
Special Council	31 January 2019	1. Cllr MP Nakalebe - Apology. 2. Cllr LP Moletsane - Apology. 3. Cllr SJ Moses - Absent
Special Council	26 February 2019	1. Cllr SQG Gaba - Apology. 2. Cllr BA Maboza - Absent
Special Council	28 February 2019	1. Cllr SQG Gaba - Absent. 2. Cllr DJ Hattingh – Apology.
<b>Ordinary Council</b>	28 March 2019	1. Cllr GM Seoe - Absent. 2. Cllr BA Maboza – Absent. 3. Cllr SJ Moses - Absent. 4. Cllr BM Sani - Apology.

Special Council	31 May 2019	<ol style="list-style-type: none"> <li>1. Cllr NJ Thaisi – absent</li> <li>2. Cllr BA Maboza – Absent</li> <li>3. Cllr SJ Moses - Apology</li> </ol>
<b>Ordinary Council</b>	28 June 2019	<ol style="list-style-type: none"> <li>1. Cllr J. Jacobs - Apology</li> <li>2. Cllr SQG Gaba – Absent</li> <li>3. Cllr GM Seoe - Apology</li> <li>4. Cllr BM Sani - Apology.</li> </ol>
Continuation Ordinary Council	11 July 2019	<ol style="list-style-type: none"> <li>1. Cllr KI Tigeli – Apology</li> <li>2. Cllr BA Maboza – Absent</li> <li>3. Cllr SJ Moses - Absent</li> </ol>

#### EXCO MEETINGS

MEETING	DATE	COUNCILLORS ABSENT
Ordinary EXCO	31 July 2018	None
Ordinary EXCO	29 August 2018	None
Ordinary EXCO	29 October 2018	None
Special EXCO	29 November 2018	None
Ordinary EXCO	11 March 2019	None
Ordinary EXCO	19 June 2019	None

#### LED & TOURISM COMMITTEE

MEETING	DATE	COUNCILLORS ABSENT
LED & Tourism Committee	27 July 2018	1. Cllr BM Sani – Absent.
LED & Tourism Committee	21 September 2018	1. Cllr DT Molefe – Apology
LED & Tourism Committee	31 October 2018	<ol style="list-style-type: none"> <li>1. Cllr SQG Gaba – Absent</li> <li>2. Cllr BM Sani - Absent</li> </ol>
LED & Tourism Committee	21 November 2018	1. Cllr BM Sani - Apology.
LED & Tourism Committee	18 January 2019	1. Cllr BM Sani – Apology
LED & Tourism Committee	14 March 2019	<ol style="list-style-type: none"> <li>1. Cllr SQG Gaba – Absent</li> <li>2. Cllr BM Sani - Apology</li> </ol>

### **Governance Committee**

MEETING	DATE	COUNCILLORS ABSENT
Governance Committee	02 July 2018	1. Cllr GM Seoe – Absent 2. Cllr BA Maboza – Absent.
Governance Committee	27 August 2018	1. Cllr SJ Moses – Absent.
Governance Committee	26 September 2018	1. Cllr SJ Moses – Absent.
Governance Committee	02 November 2018	1. Cllr GM Seoe – Absent. 2. Cllr SJ Moses – Absent.
Governance Committee	21 November 2018	None.
Governance Committee	13 February 2019	None.

### **Community Services Committee**

MEETING	DATE	COUNCILLORS ABSENT
Community Services	24 August 2018	1. Cllr KI Molefe - Apology
Community Services	17 September 2018	None
Community Services	20 February 2019	1. Cllr RT Mphakathi - Apology
Community Services	25 March 2019	1. Cllr Molefe – Absent
Community Services	26 June 2019	None

### **Finance Committee**

MEETING	DATE	COUNCILLORS ABSENT
Finance Committee	04 July 2018	None
Finance Committee	10 August 2018	None
Finance Committee	12 October 2018	1. Cllr BE Meya – Absent
Finance Committee	30 January 2019	None
Finance Committee	22 February 2019	None

#### **Infrastructure & Urban Committee**

MEETING	DATE	COUNCILLORS ABSENT
Infrastructure Committee	12 September 2018	None
Infrastructure Committee	25 October 2018	None
Infrastructure Committee	13 March 2019	1. Cllr BM Sani – Apology

#### **Municipal Public accounts Committee – MPAC**

MEETING	DATE	COUNCILLORS ABSENT
MPAC	20 March 2019	None
MPAC	27 June 2019	1. Cllr RT Mphakathi – Apology.

**The following Committees were established and functional during the year under review:**

**1. Petitions Committee**

Councillor M J Moduka (Speaker) – **Chairperson**  
Councillor L P Moletsane; Councillor B M Sani; and  
Councillor of the Ward where the petition originates.

**2. Local Labour Forum**

Councillor M P Nakalebe – Chairperson  
Councillor N J Thaisi; Councillor B A Maboza and  
Councillor K I Tigeli

**3. Rules Committee**

Councillor M J Moduka (Speaker) – Chairperson  
Councillor Y J Jacobs; Councillor B M Sani; Councillor R T Mpakathe; Councillor B A Maboza and Councillor L P Moletsane.

## Ward Committees:

### Reports of the Ward Committees during the year under review

<b>FIRST QUARTER (JULY – SEPT 2018)</b>			
<b>WARD NO (CLLR RESPONSIBLE)</b>	<b>MONTHLY CONSTITUENCY MEETING</b>	<b>WARD COMMITTEE MEETINGS</b>	<b>AREAS COVERED IN THESE WARDS</b>
WARD1 (CLLR. G. SHUPING)	10 July '18 Boroa C/ Centre 17H00	10 July '18 Boroa C/ Centre 16H00	Boroa, Tweespruit, Thaba Patchoa & farm areas
WARD 2 (CLLR. M NAKALEBE)	24 July '18 Dipelaneng C/ hall 17H00	24 July '18 Dipelaneng C/ hall 16H00	Hobhouse, Dipelaneng & farms areas
WARD 6 (CLLR. K. TIGELI)	27 July 2018 Corner left 17H00	26 July 2019 Manyatseng Library 16H00	Manyatseng (Ladybrand)
WARD 7 (CLLR. T HALSE)	25 Sept '18 Ladybrand hall 17H00 13 Aug '18 Methodist Church 17H00	Committee disbanded following Council Resolution of 17 Jul '18	Ladybrand Town, Platberg & Mauersnek
WARD 8 (CLLR. L. MOLETSANE)	07 August '18 Pastor Justice Church 17H00	07 August '18 Pastor Justice Church 17H00	Excelsior, Westminster & Marseilles
WARD 9 (CLLR. M SEOE)	07 August '18 Mahlatswetsa C/hall 17H00	07 August '18 Mahlatswetsa C/hall 17H00	Mahlatswetsa & farm areas

<b>SECOND QUARTER (OCTOBER – DECEMBER 2018)</b>			
<b>WARD NO (CLLR RESPONSIBLE)</b>	<b>MONTHLY CONSTITUENCY MEETING</b>	<b>WARD COMMITTEE MEETINGS</b>	<b>AREAS COVERED IN THESE WARDS</b>
WARD1 (CLLR. G. SHUPING)	16 Oct '18 Boroa comm/ centre 17H00	15 Oct '18 Boroa comm/ centre 17H00	Boroa, Tweespruit, Thaba Patchoa & farm areas
WARD 2 (CLLR. M NAKALEBE)	16 Oct '18 Dipelaneng C/hall 17H00	15 Oct '18 Dipelaneng C/hall 17H00	Hobhouse, Dipelaneng & farms areas
WARD 3 (CLLR. B MEYA)	08 Oct '18 Itumeleng C/Hall 17H00	08 Oct '18 Itumeleng C/Hall 17H00	Manyatseng & Farm Areas
WARD 4 (CLLR. N THAISI)	22 Nov '18 Le-Reng S/School 17H00	21 Nov '18 Le-Reng S/School 17H00	Manyatseng (Ladybrand)
WARD 5 (CLLR. T. MOLEFE)	13 Nov '18 Thusanong Park 17H00	13 Nov '18 Thusanong Park 17H00	Manyatseng (Ladybrand)

WARD 6 (CLLR. K. TIGELI)	04 Oct '18 Corner Left 17H00	03 Oct '18 Corner Left 17H00	Manyatseng (Ladybrand)
WARD 8 (CLLR. L. MOLETSANE)	16 Oct '18 Pastor Justice church 17H00	16 Oct '18 Pastor Justice church 17H00	Excelsior, Westminster & Marseilles
WARD 9 (CLLR. M SEOE)	12 Oct '18 Mahlatswetsa C/Hall 17H00	12 Oct '18 Mahlatswetsa C/Hall 17H00	Mahlatswetsa & farm areas

<b>THIRD QUARTER (JAN – MARCH 2019)</b>			
<b>WARD NO (CLLR RESPONSIBLE)</b>	<b>MONTHLY CONSTITUENCY MEETING</b>	<b>WARD COMMITTEE MEETINGS</b>	<b>AREAS COVERED IN THESE WARDS</b>
WARD1 (CLLR. G. SHUPING)	24 Jan '19 Boroa C/Centre 17H00 29 Mar '19 Thaba Patchoa 17H00	24 Jan '19 Boroa C/Centre 16H00	Boroa, Tweespruit, Thaba Patchoa & farm areas.
WARD 2 (CLLR. M NAKALEBE)	23 Jan '19 Dipelaneng C/hall 17H00	22 Jan '19 Dipelaneng C/hall 17H00	Hobhouse, Dipelaneng & farms areas
WARD 3 (CLLR. B MEYA)	21 Feb '19 Itumeleng C/Hall 17H00	21 Feb '19 Itumeleng C/Hall 17H00	Manyatseng & Farm Areas
WARD 4 (CLLR. N THAISI)	24 Jan '19 Le-Reng S/School 17H00	24 Jan '19 Le-Reng S/School 17H00	Manyatseng (Ladybrand)
WARD 5 (CLLR. T. MOLEFE)	12 Mar '19) Thusanong Park 17H00	06 Mar '19) Thusanong Park 17H00	Manyatseng (Ladybrand)
WARD 8 (CLLR. L. MOLETSANE)	24 Jan '19 Pastor Justice Church 17H00 17 Feb 19 Marseilles Farm 09H00	24 Jan '19 Pastor Justice Church 17H00 17 Feb 19 Marseilles Farm 09H00	Excelsior, Westminster & Marseilles
WARD 9 (CLLR. M SEOE)	24 Jan '19 Mahlatswetsa C/hall 17H00 05 Feb '19 De-Ontmoeting 17H00	24 Jan '19 Mahlatswetsa C/hall 17H00 05 Feb '19 De-Ontmoeting 17H00	Mahlatswetsa & farm areas

<b>FOURTH QUARTER (MARCH – JUNE 2019)</b>			
<b>WARD NO (CLLR RESPONSIBLE)</b>	<b>MONTHLY CONSTITUENCY MEETING</b>	<b>WARD COMMITTEE MEETINGS</b>	<b>AREAS COVERED IN THESE WARDS</b>
WARD1 (CLLR. G. SHUPING)	3 April '19 Boroa C/Centre 16H00	3 April '19 Boroa C/Centre 16H00	Boroa, Tweespruit, Thaba Patchoa & farm areas
WARD 3 (CLLR. B MEYA)	20 June 2019 Riverside Farm 16H00	No ward Committee meeting held	Manyatseng & Farm areas
WARD 7 (CLLR. T HALSE)	17 April '19 Methodist Church 17H00 21 June 2019 Methodist church 17H00	No ward Committee meeting held	Ladybrand Town, Platberg & Mauersnek
WARD 8 (CLLR. L. MOLETSANE)	03 June 2019 Pastor Justice church 17H00	03 June 2019 Pastor Justice Church 16H00	Excelsior, Westminster & Marseilles
WARD 9 (CLLR. M SEOE)	03 June 2019 Mahlatswetsa C/Hall 17H00	03 June 2019 Mahlatswetsa C/Hall 16H00	Mahlatswetsa & farm areas

### **Administrative Governance**

In line with legislative prescripts, the head of the administrative structure at Mantsopa Local Municipality is the Municipal Manager. As the Accounting Officer, the Municipal Manager provides strategic guidance on compliance with legislation to political structures; political office bearers, and officials of the Municipality.

In execution of his duties, the Municipal Manager was assisted by his senior managers, who serve as departmental heads. The Municipal Manager, together with his senior managers, constitutes the senior management team of the municipality. The following individuals were part of the senior management team of Mantsopa Local Municipality for the period under review:

**Municipal Manager-** Mr Thamae Paulus Masejane.

**Chief Financial Officer** Mr Sello Albert Nyapholi

**Director: Corporate Services** Advocate Nthama Mathews Litabe (Mr Pule Hlahane was appointed as the Acting Director Corporate Services for May and June 2019)

**Director: Community Services-** Ms Motselisi Mercia Lesoetsa was appointed in September 2018 (Mr Khoele Garnett Matsekane was appointed as the Acting Director Community Services from 01 July to 31 August 2018)

**Director: Technical Services** Mr Afrika Batlhaku Masuku was appointed in October 2018 (Mr Dumile Ezekial Nana was appointed Acting Director Technical from 01 July until 30 September 2018)

The above-mentioned Senior Management Team was supported by the Middle Management (Post level 01 to 03) and more than 280 workforce in the implementation of the Municipal Integrated Development Plan and other municipal programmes during the year under review.

#### **Component B: Intergovernmental Relations**

The constitution of the country requires all spheres of government to observe the fundamental principles of cooperation between spheres of government.

In terms of Intergovernmental Relations Act Framework Act, 2005, the Municipality has participated in provincial, district and intergovernmental technical structures such as:

- Premier's intergovernmental relations (Premier's Coordinating Forum- PCF)
- Thabo Mofutsanyana District's Intergovernmental Relations Forum
- SALGA Municipal Manager's Forum
- IDP & PMS Forum
- District Energy Forum
- Intergovernmental Technical Support Structures at both the District & Province.
- Rural Roads Asset Management System
- Thabo Mofutsanyana District Communicators Forum
- Thabo Mofutsanyana District Risk & Internal Audit Forum

#### **Component C: Public Accountability and Participation**

Section 18 (i) (d) of Municipal Systems Act requires that a municipality must supply its community with information concerning municipal governance, management and development. The act further requires that a Municipality must develop a system of municipal governance that compliments formal representative governance with a system of participatory governance.



## **IDP PARTICIPATION**

### **1.1 Introduction**

The Integrated Development Plan (IDP) process is a process through which the municipalities prepare strategic development plans for a five-year period. An IDP is one of the key instruments for local government to cope with its new developmental role and seeks to arrive at decisions on issues such as municipal budgets, land management, promotion of local economic development and institutional transformation in a consultative, systematic and strategic manner.

In order to ensure certain minimum quality standards of the IDP Review process and proper coordination between and within spheres of government, Municipalities need to prepare IDP review process plan and formulate budget to implement the IDP. The IDP and Budget Process Plan has to include the following:

- A programme specifying the timeframes for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities and other role players in the IDP review and budget formulation processes; and
- Cost estimates for the review process.
- The preparation of IDP process plan is in essence the formulation of the IDP and Budget
- Processes set out in writing and require the adoption by Council.

### **1.2 Legal planning context**

The preparation of the IDP and Budget processes are regulated by the Municipal Systems Act, No 32 of 2000 and the Municipal Finance Management Act, No 56 of 2003. This is to ensure certain minimum quality standards of the integrated development planning and budget process and proper coordination between and within the spheres of government.

As the IDP is a legislative requirement it has a legal status and it supersedes all other plans that guide development at local level.

The Municipal Systems Act, No 32 of 2000 (as amended) and the Municipal Finance Management Act, No 56 of 2003 confer the responsibility on the Mayor to provide political guidance over the budget process and the priorities that must guide the preparation of the annual budgets. In terms of section 53 of the Municipal Finance Management Act the Mayor must also coordinate the annual revision of the integrated development plan in terms of section 34 of the Municipal Systems Act and the preparation of the annual budget, and determine how the integrated development plan is to be taken into account or revised for the purpose of the budget. The Municipal Systems Act further requires the following regarding the IDP process:

Chapter 5 and Section 25 (1) of the Municipal Systems Act (2000) indicate that:

- *Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, all inclusive and strategic plan for the development of the municipality which-*
- *Links integrates and coordinates plans and takes into account proposals for the development of the municipality;*
- *Aligns the resources and capacity of the municipality with the implementation of the plan;*
- *Complies with the provisions of this Chapter; and*
- *Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.*

In terms of the core components of the integrated development plan, Chapter 5 and Section 26 of the Municipal Systems Act (2000) indicate that:

An integrated development plan must reflect-

- The municipal council's vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;
- An assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services;
- The council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- The council's development strategies which must be aligned with any national and provincial sectorial plans and planning requirements binding on the municipality in terms of legislation;
- A spatial development framework which must include the provision of basic guidelines for land use management system for the municipality;
- The council's operational strategies;
- Applicable disaster management plans;
- A financial plan, which must include a budget projection for at least the next three years; and
- The key performance indicators and performance targets determined in terms of section 41.

Section 27 stipulates that:

- Each District Municipality, within a prescribed period after the start of its elected terms and after following a consultative process with the Local Municipalities within its area, must adopt a framework for integrated development planning in the area as a whole;
- A framework referred to in subsection (1) binds both the District Municipality and the Local Municipalities in the area of the District Municipalities;
- The framework must ensure proper consultation, co-ordination and alignment of the IDP Process of the District Municipality and the various Local Municipalities.

### 1.3 Alignment between IDP, Budget and PMS

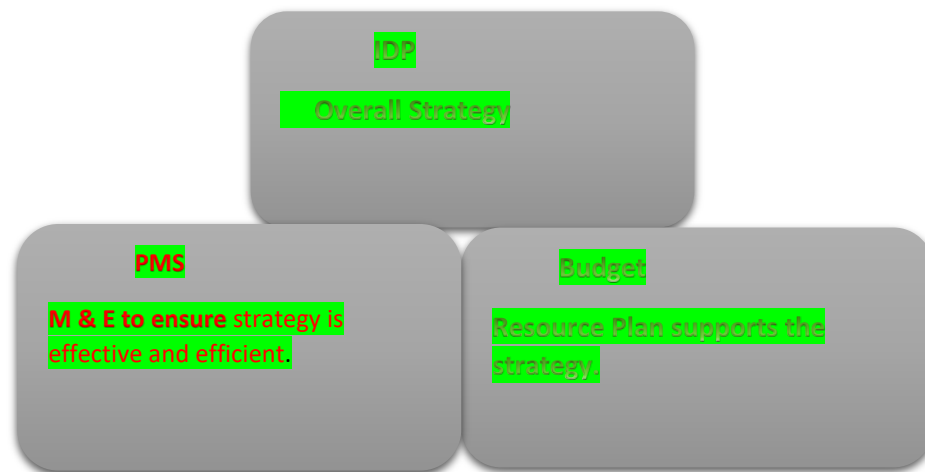
In terms of the Municipal Systems Act, municipalities are required to prepare organizational performance management system that must be linked to the IDP. Tremendous progress has been made with the process of aligning the IDP, Budget and Performance Management System (PMS).

The PMS process will address the following issues:

- Alignment of the PMS, Budget and IDP processes;

The IDP, performance management systems (PMS) and budget are all components of one overall development planning and management system. The IDP sets out what the Municipality aims to accomplish, how it will do this. The PMS enables the Municipality to check to what extent it is achieving its aims. The budget provides the resources that the Municipality will use to achieve its aims. As indicated earlier, every attempt has been made in this process plan to align the IDP and PMS formulation and/or review, and the budget preparation process. The linkages of the three processes are summarized in the following diagram:

**Fig 1: The linkages between IDP, Budget and PMS**



#### 1.4 The purpose of the process plan

Mantsopa Local Municipality needs to plan, direct and manage its capacity and resources to support the successful implementation of its integrated development planning process and the budget. The reality of limited capacity and resources in Mantsopa Local Municipality demands innovation and the need for greater intergovernmental cooperation between various spheres of government. The Mantsopa Local Municipality process plan is seen as a document that describes how the Municipality will develop and implement the integrated development plan through budget in its area of jurisdiction. Therefore, it will have a meaningful bearing on the current IDP document once completed and/or most importantly, it may lead to the process of the development of a new and all-inclusive integrated development planning methodology to plan and actualize future development in Mantsopa Local Municipality through our budgetary allocations. The process plan is thus similar to business plan and deals with the allocation of municipality capacity and resources in support of and serve as a guideline in terms of which Mantsopa Local Municipality will carry out its mandate with regard to integrated development planning.

This plan is meant to ensure the proper management of the planning process through the following:

Setting the scene to manage the planning process and legal requirements in planning for the implementation of the integrated planning system;

- (a) A programme specifying time schedule that guide IDP and budget planning processes and various planning steps; Outlining appropriate mechanisms, processes and procedures on how the public, stakeholders, state organs can participate in the drafting of the IDP and formulation of the budget structures that will be used to ensure this participation
- (b) Indicate necessary organizational arrangements to ensure the successful implementation of the integrated development planning process;
- (c) Binding plans and planning requirements, i.e. policy and legislation; mechanisms and procedures for vertical and horizontal alignment; and a programme specifying how the process will be monitored in order to manage the progress of the IDP and budget processes.

#### 1.5 The annual budget

The Annual Budget and the IDP are inextricably linked to one another, the Municipal Finance Management Act, 56 of 2003; Chapter 4 and Section 21 (1) indicate that:

*The Mayor of a municipality must-*

- a) *At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for.*
  - I. *The preparation, tabling and approval of the annual budget;*
  - II. *The annual review of-*
    - a. *The integrated development plan in terms of section 34 of the Municipal Systems Act; and The budget related policies.*
    - b. *The tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and*
    - c. *The consultative processes forming part of the processes referred to in subparagraphs (I), (ii) and (iii).*

This document constitutes the Process Plan of the IDP Review 2017-22 and Budget formulation 2017-20 for the Mantsopa Local Municipality and essentially fulfills the function of a business plan and/or operational plan for the IDP process and presents, in a simple and transparent manner **what** should happen **when**, by **whom**, with **whom** and **where** during the process of formulating an IDP for the Mantsopa Local Municipality.

## **SECTION TWO: IDP DEVELOPEMENT PROCESS**

### **2.1 Key elements to be addressed in this process**

The Municipality will pursue the following strategic goals during this term of local government that are informed by the 10 National Electoral Mandate, Medium-Term Strategic Framework and Municipal Turnaround Strategy and 2030 sustainable development goals:

- To ensure service excellence within and around Mantsopa Local Municipality;
- To stimulate integrated and sustainable economic development;
- To improve and sustain financial, human resource and management excellence;
- To evolve institutional excellence through a thoroughgoing institutional reengineering, effective leadership and effective long range development planning.
- The municipality will accelerate implementation to roll back existing service delivery backlog identified during the IDP review process as well as in consultation with community, and in line with the financial situation of the municipality.

The following is a summary of the main activities to be undertaken during this IDP Process:

#### **2.1.1 Refine and/or develop the strategic elements of the IDP in terms of council's new priorities**

- (a) Refine and/or develop the vision and objectives
- (b) Refine and/or develop the strategy elements of the IDP;
- (c) Determining new programmes to achieve the strategic intent;
- (d) Refine and enhance institutional plans;
- (e) Refine and/or develop the spatial development framework;
- (f) Tightened performance management system;
- (g) Develop organizational scorecard;
- (h) The preparation and review of relevant sector plans;

## **SECTION THREE: HORIZONTAL AND VERTICAL ALIGNMENT**

### **3.1. Framework plan**

In terms of Chapter 5 and Section 26 of the Municipal Systems Act (2000), districts are required to prepare and adopt a Framework Plan which indicates how the District and Local Municipalities will align their IDPs. The Framework Plan provides the linkage and binding relationships to be established between the District and Local Municipalities in the district and in doing so, proper consultation, coordination and alignment of the review process of the District municipality and various local municipalities can be maintained.

Alignment with service providers is essential to ensure that the district and local municipality's priorities can be reflected in the service providers' project prioritization process and in turn the service providers' projects can be reflected in the IDP document. Regular meetings with service providers would be required in the course of IDP review process.

### **3.2. Alignment with stakeholders**

Alignment with stakeholders is essential in order that the Thabo Mofutsanyana District Municipality and Mantsopa's priorities can be reflected in their project prioritization process, as well as reflecting those projects in the IDP. It is anticipated that the IDP and Budget Conference and IDP Programme Workshops which will be led by Mayor and Municipal Manager will create such a platform as well as a series of individual meetings with key organs of the state.

### **3.3. Stakeholders in the IDP process**

#### **Municipality**

The IDP guides the development plans of the local municipality.

#### **Councillors**

The IDP gives Councillors an opportunity to make decisions based on the needs and aspirations of their constituencies.

#### **Communities and other stakeholders**

The IDP is based on community needs and priorities. Communities have the chance to participate in identifying their most important needs. The IDP process encourages all stakeholders who reside and conduct business within a municipal area to participate in the preparation and implementation of the development plan.

## National and provincial sector departments

Many government services that affect communities at local level are delivered by provincial and national government departments -for example: police stations, clinics and schools. Municipalities must take into account the programmes and policies of these departments. The departments should participate in the IDP process so that they can be guided how to use their resources to address local needs.

## SECTION FOUR: PUBLIC PARTICIPATION IN THE IDP PROCESS

### 4.1. Community-based planning

A fundamental and statutory component of the IDP process is community engagement and the public participation. Participation in the integrated development planning process is only one of the several arenas of participatory interaction between local government and citizens. The Municipality's approach in participatory interaction is based on its innovative ward-based planning process or community-based planning (CBP) process where all 9 wards will be involved in the confirmation of their development priorities. CBP as a form of participation in the development of Mantsopa IDP is seen within the context that it must be people-focused and empowering, led and owned by Ward Councillors and ward committee members, based on vision and strengths of the ward, and should be holistic and promote mutual accountability between elected public representatives, community and municipal administration. Through CBP, communities and stakeholders highlight and/or confirm their development priorities that should be included in the IDP in the form of projects, services and programmes.

## SECTION FIVE: ORGANISATIONAL ARRANGEMENTS

### 5. IDP Steering Committee

The IDP Steering Committee is a strategic, political and technical working team making political and technical decisions and inputs that must ensure a smooth compilation and implementation of the IDP. The IDP Steering Committee has been operational since the inception of the IDP preparation process. The IDP SC and the Stakeholder Forum will be reconstituted for the preparation of the IDP process. As part of the IDP review and budget formulation process, the Steering Committee which support the Municipal Manager, IDP and the Budget Office is constituted as follows:

PERIOD	NUMBER OF MEETINGS	STAKEHOLDERS
August to September 2018	3	Mayor (Chairperson) Speaker Councillors Municipal Manager;IDP Manager;Directors and allManagers
October to December 2018	10	
January to March 2019	6	
April to June 2019	10	

### 1.1 Municipal Manager

As a head administration, the Municipal Manager is responsible and accountable for the implementation of the Municipality's IDP, and the monitoring of progress with implementation of the plan. He is also the responsible person for championing the integrated development planning process.

### 5.2 IDP Manager

Amongst others, the following responsibilities have been allocated to the IDP Manager for the IDP Process

- Ensure that the Process Plan is finalized and adopted by Council; Adjust the IDP according to the proposals of the MEC and Identify additional role-players to sit on the IDP Stakeholder Forum;
- Ensure the continuous participation of role players; Monitor the participation of role players and to ensure appropriate procedures are followed;
- Ensure documentation is prepared properly; Carry out the day-to-day management of the IDP process and respond to comments and enquiries;
- Ensure alignment of the IDP with other IDP's within the District Municipality;
- Co-ordinate the inclusion of Sector Plans into the IDP documentation;
- Co-ordinate the inclusion of the Performance Management System (PMS) into the IDP;
- Submit the reviewed IDP to the relevant authorities.

### 5.3 IDP and Budget Forum

#### Composition of IDP and Budget Forum

COMPOSITION	MEETINGS HELD
Mayor	2
Speaker	
Councillors	
Municipal Manager	
Directors	
Managers	
Thabo Mofutsanyana District Municipality	
Sector Departments	
Ward Committees & Community Development Workers	
NGOs, CBOs, Religious groups, Traditional healers and leaders, Business organisations, Trade Unions, etc.	



The IDP and Budget Forum facilitates and co-ordinates participation as part of the preparation phase of the IDP and continue its functions throughout the annual IDP review processes. The IDP and Budget Forum is composed of various municipal stakeholders (Ward Committee members, Community Development Workers, Business Community, Sector Departments, SGB's, CPF's to mention but a few)

#### **Terms of Reference for the IDP Representative Forum**

- The terms of reference for the IDP Representative Forum are as follows:
- Represent the interest of the municipality's constituency in the IDP process;
- Form a structures link between the municipality and representatives of the public;
- Provide an organizational mechanism for discussion, negotiation and decision making between the stakeholders including municipal government;
- Ensure communication between all the stakeholder representatives including the municipal;
- Monitor the performance of the planning and implementation process
- Integrate and prioritize issues, strategies, projects and programmes and identify budget requirements; and
- Monitor the performance of planning and implementation process.

#### **Roles and Responsibilities of Different Spheres of Government in the IDP Process**

The responsibility to prepare and adopt IDPs lies with the Council of Mantsopa Local Municipality. However, IDP is seen as a strategic document to identify and respond timeously and effectively to local developmental challenges and priorities, in a manner that leverages involvement and responses of all stakeholders including across sectoral basis and contributions by the district, provincial and national governments. It is therefore a requisite for all stakeholders to be fully aware of their own responsibilities and of other role-players' responsibilities so that the planning process is smooth and well-organized.

In order to ensure that there is a clear understanding of all required roles and responsibilities between the three spheres, the following are highlighted:

<b>SPHERE OF GOVERNMENT</b>	<b>ROLES AND RESPONSIBILITIES</b>
<b>Local Council</b>	
Municipal Council	Prepare and adopt an IDP

District Council	Prepare a District Municipal IDP, adopt a District Municipal IDP, provide support to poorly capacitated local municipalities, facilitate the compilation of a framework which will ensure coordination and alignment between local municipalities and the district.
<b>Provincial</b>	
CoGTA	Coordinate training, provide financial support, provide general IDP guidance and guidelines, monitor the process in the province, facilitate coordination and alignment between district Municipalities, facilitate resolution of disputes between municipalities, and facilitate alignment of IDPs, departmental policies and programmes. Assess IDPs
Sector Departments be guided by Municipal IDPs in the allocation of resources at local level	Provide relevant information on sector department's policies, Programmes and budgets Contribute sector expertise and technical knowledge to the Formulation of municipal policies and strategies.
<b>National</b>	Issue legislation and policy in support of IDPs, provide financial assistance, provide a national training framework, establish a Planning and implementation Management Support System programmes and budgets.  Contribute sector expertise and technical knowledge to the Sector Departments formulation of municipal policies and strategies  Be guided by municipal IDPs in the allocation of resources at the Local level.  Provide relevant information on sector department's policies.

# HIGH LEVEL OVERVIEW OF SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2018/19

<b>National Development Plan Chapter</b>		3.Infrastructure is poorly , Inadequate and under – maintained											
<b>National Outcomes</b>		6.An Efficient , Competitive and responsive economic infrastructure network											
<b>Back to Basics</b>		2.Supporting the delivery of Municipal services to the right quality and standard : z basic Services											
<b>FSGDS 6 Pillars</b>		3.Improved Quality of Life											
<b>Departmental Strategic Goal</b>		To provide efficient competitive sustainable economical infrastructure network and service delivery											
<b>Key Performance Area</b>		Service Delivery and infrastructure											
IDP Reference Number	Predetermined Objective	Focus Area	KPI	BI	Annual Target	Top Layer Service and Budget Implementation Plan				Budget			
						Target				Target			
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1	Quarter 2	Quarter 3	Quarter 4
SD 001/2018	To provide efficient competitive sustainable economical infrastructure network and service delivery	Accessibility of Sanitation to households	Percentage of households with access to basic level of sanitation	100 %	100 %	100 %	100 %	100 %	100 %				
		Maintenance of sewer network infrastructure	Percentage of Sewer network infrastructure maintained	100%	90 %	90 %	90 %	90 %	90 %				
		Good governance	No of reports generated	12	12	3	3	3	3				
		Provision of Electricity	Percentage of households with access to basic level of electricity	87%	90 %	87%	87 %	87 %	90 %				

<b>National Development Plan Chapter</b>		3.Infrastructure is poorly , Inadequate and under – maintained											
<b>National Outcomes</b>		6.An Efficient , Competitive and responsive economic infrastructure network											
<b>Back to Basics</b>		2.Supporting the delivery of Municipal services to the right quality and standard : z basic Services											
<b>FSGDS 6 Pillars</b>		3.Improved Quality of Life											
<b>Departmental Strategic Goal</b>		To ensure that 100% of households in formal and informal settlements in the Mantsopa municipal area have access to basic level of water by 2022											
<b>Key Performance Area</b>		Service Delivery and infrastructure											
IDP Reference Number	PDO: To provide efficient competitive sustainable economical infrastructure network and service delivery	Focus Area	KPI	BI	Annual Target	Top Layer Service and Budget Implementation Plan				Budget			
						Target				Target			
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1	Quarter 2	Quarter 3	Quarter 4
SD001/2018		Accessibility of water to households	Percentage of households with access to basic level of water	100%	100%	100%	100%	100%	100%				

		Maintenance of water network infrastructure	Percentage of water network infrastructure maintained	100%	90%	90%	90%	90%	90%				
		Good governance	No of reports generated	12	12	3	3	3	3				

<b>National Development Plan Chapter</b>		Building a capable state											
<b>National Outcomes</b>		6.An Efficient , Competitive and responsive economic infrastructure network											
<b>Back to Basics</b>		2.Supporting the delivery of Municipal services to the right quality and standard : z basic Services											
<b>FSGDS 6 Pillars</b>		3.Improved Quality of Life											
<b>Departmental Strategic Goal</b>		To provide sufficient and skilled human capital in order to enable all departments to function optimally in enhancing service delivery and institutional capacity.											
<b>Key Performance Area</b>		Service Delivery and infrastructure											
IDP Reference Number	Predetermined Objective	Focus Area	KPI	BI	Annual Target	Top Layer Service and Budget Implementation Plan				Budget			
						Target				Target			
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1	Quarter 2	Quarter 3	Quarter 4
ODT001/2018	To provide sufficient and skilled human capital in order to enable all departments to function optimally in enhancing service delivery and institutional capacity.	Training and Development	Percentage to which planned programmes are implemented and achieved	85%	100%	100%	100%	100%	100%				
			Percentage of municipality's budget spent on implementing its Workplace Skills Plan	100%	100%	100%	100%	100%	100%				
			Number of approved Workplace Skills Plans	1	1	0	0	0	1				

<b>National Development Plan Chapter</b>		3.Towards an Inclusive Socio Economic Transformation											
<b>National Outcomes</b>		6.An Efficient , Competitive and responsive economic infrastructure network											
<b>Back to Basics</b>		2.Supporting the delivery of Municipal services to the right quality and standard : z basic Services											
<b>FSGDS 6 Pillars</b>		3.Improved Quality of Life											
<b>Departmental Strategic Goal</b>		Facilitate decent employment through Radical Socio-economic transformation and inclusive economic growth											
<b>Key Performance Area</b>		Service Delivery and infrastructure											
IDP Reference Number	Predetermined Objective	Focus Area	KPI	BI	Annual Target	Top Layer Service and Budget Implementation Plan				Budget			
						Target				Target			
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1	Quarter 2	Quarter 3	Quarter 4
LED001/2018	Facilitate decent employment	Promotion and support of SMME's and	Percentage of activities accomplished on the	75%	100%	100%	100%	100%	100%				

	through Radical Socio-economic transformation and inclusive economic growth	Cooperatives development	development of SMME's and Cooperatives										
		Informal Sector Developments	Number of reports on informal Sector Development projects carried out	4	4	1	1	1	1				
		Promotion and development of Agricultural Sector	Number of reports on Agricultural development programmes accomplished	4	4	1	1	1	1				
		Tourism Development	Number of reports on support projects accomplished towards tourism developments	4	4	1	1	1	1				
		Business Regulation and Compliance	Number of reports on business issued with licence / permits	4	4	1	1	1	1				

<b>National Development Plan Chapter</b>		Building a capable state											
<b>National Outcomes</b>		6.An Efficient , Competitive and responsive economic infrastructure network											
<b>Back to Basics</b>		2.Supporting the delivery of Municipal services to the right quality and standard : z basic Services											
<b>FSGDS 6 Pillars</b>		3.Improved Quality of Life											
<b>Departmental Strategic Goal</b>		To provide sufficient and skilled human capital in order to enable all departments to function optimally in enhancing service delivery and institutional capacity.											
<b>Key Performance Area</b>		Service Delivery and infrastructure											
IDP Reference Number	Predetermined Objective	Focus Area	KPI	BI	Annual Target	Top Layer Service and Budget Implementation				Budget			
						Plan				Target			
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1	Quarter 2	Quarter 3	Quarter 4
ODT001/2018	To provide sufficient and skilled human capital in order to enable all departments to function optimally in enhancing service delivery and institutional capacity.	Training and Development	Percentage to which planned programmes are implemented and achieved	85%	100%	100%	100%	100%	100%				
			Percentage of municipality's budget spent on implementing its Workplace Skills Plan	100%	100%	100%	100%	100%	100%				

			Number of approved Workplace Skills Plans	1	1	0	0	0	1				
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<b>National Development Plan Chapter</b>		Sound financial viability, management and accountability.											
<b>National Outcomes</b>		6.An Efficient , Competitive and responsive economic infrastructure network											
<b>Back to Basics</b>		2.Supporting the delivery of Municipal services to the right quality and standard : z basic Services											
<b>FSGDS 6 Pillars</b>		3.Improved Quality of Life											
<b>Departmental Strategic Goal</b>		Sound financial viability, management and accountability.											
<b>Key Performance Area</b>		Service Delivery and infrastructure											
IDP Reference Number	Predetermined Objective	Focus Area	KPI	BI	Annual Target	Top Layer Service and Budget Implementation Plan				Budget			
						Target				Target			
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1	Quarter 2	Quarter 3	Quarter 4
FVM001/2018	Sound financial viability, management and accountability.	Review Policies	Number of Capital Infrastructure Asset Investment Policies reviewed and approved	1	1	0	0	0	1				
		Assets Management	Percentage Compliance of Assets Register as per the GRAP Requirements	90%	100%	100%	100%	100%	100%				
		Assets Maintenance	Percentage maintenance budget spent	100%	100%	100%	100%	100%	100%				
		Update Assets register	Percentage GRAP compliance Assets Registers	90%	100%	100%	100%	100%	100%				
		Legislative Compliance	Percentage of legislative compliance	100%	100%	100%	100%	100%	100%				

## **Component D: Corporate governance**

Corporate governance is a system by which corporations are operated and controlled. This system encompasses a set of rules, processes and laws.

In the context of our municipality, we view corporate governance as an effective system of ensuring that the community get value for money through diligence and honesty.

In the course of rendering services to the community, it is therefore important to do so within the parameters of the law, and this can be achieved by connecting corporate governance with legislative risk management as a guideline.

### **AUDIT COMMITTEE**

During the period under review, the municipality had a functional Audit Committee constituted in terms of Section 166 of the Municipal Finance Management Act, 56 of 2003.

#### **AUDIT COMMITTEE MEMBERS**

<b>MEMBER</b>	<b>CAPACITY</b>
Mr P.D Shale	Chairperson
Mrs D S. Lebeko	Member
Ms V.C Sikaundi	Member

It has been able to discharge its obligations, it processed all matters referred to it by Council, reported progress regularly to Council. All Annual Reports and Annual Financial statements were reviewed by the Audit Committee prior tabling at the Council meeting.

### **Risk Management**

Section 62 (1) (c) (i) of the Municipal Finance Management Act, 56 of 20013 requires that the Municipality has and maintains effective, efficient and transparent systems of financial and risk management and internal control; and of internal audit operating in accordance with any prescribed norms and standards, during the period under review the Municipality had a functional risk management unit, plans are put into place to strengthen the unit.

Risk management is the process whereby the Accounting Officer, and other key members of the senior management proactively, purposefully and regularly identify and define current as well as emerging business, financial and operational risks and either simultaneously or identify appropriate and cost effective methods of obviating and

managing these risks within the Municipality. The Accounting Officer ensured that the Municipality has risk management structures that are aligned to the principles of good corporate governance, as supported by the Municipal Finance Management Act (MFMA), Act no.56 of 2003. A risk assessment was done and the risk assessment register was developed and approved by the Audit Committee. The top 20 Strategic Risk were also identified on the Risk register and they were discussed at monthly management meetings, Clean Audit Steering Committee Meetings and Risk Management Committee meetings.

The Clean Audit Steering Committee is a committee formed within the Municipality to ensure that the Municipality moves away from getting negative reports from the Auditor General. It consists of Management and experts who advises on the best mitigating strategies for the Municipality's high risks. The Municipality also developed a Risk Management Policy which is currently in operation. The Municipality has recently appointed the chairperson of the Risk Management Committee and established a Risk Management Committee. The Committee is a subcommittee appointed by the Accounting officer to help him with his responsibilities for risk management.

**Top 20 Strategic Risks identified during the year under review for mitigation:**

No	REF	DESCRIPTION	STRATEGIES	RATING
1	MM03	Non-alignment of IDP/budget to SDBIP	Frequent engagements with stakeholders within the institution.	MEDIUM
3	MM08	Unauthorised access rights to financial system users	Monthly review of access need for users.	LOW
3	MM13	Non-implementation of internal audit recommendations	Consequence management	MEDIUM
4	MM17	Lack of regulations for foreign and local Illegal/informal trading	Promulgation of bylaws	HIGH
5	FN06	Cash flow	Effective implementation of credit control policy, handing over of debtors outstanding for more than 90 days, Intensified registering of indigents, establish credit control unit	HIGH
6	FN08	Non-payment of third parties	Enhance revenue collection by proper billings and implementation of full credit control management policy	HIGH
7	FN24	Over/under stating of assets in the financial statements at year end.	Monitoring of the activities of asset steering committee	MEDIUM
8	FN32	Poor condition of fleet, yellow plant and equipment	Appointment of a panel of professional service providers. Financial sustainability in order to procure yellow fleet.	MEDIUM
10	CR07	Excessive overtime payment	Respective departments to monitor overtime and controls thereof, appointment of staff.	HIGH
11	CR12	Non-timeous payment of IOD/COIDA	Engagements with department of labour	HIGH
12	CR21	Non-compliance to legislation and misinterpretation of the law	Awareness sessions; compliance and capacitation with regards to all relevant laws and regulations within the local government	HIGH



No	REF	DESCRIPTION	STRATEGIES	RATING
13	CR23	Non sitting of s79 committees	Consequence management	HIGH
13	CS01	Non-existence of disaster functional room	Request to be made to the District for assistance	HIGH
14	CS06	Material deterioration of municipal properties	Review of the current maintenance plan with costing. Appointment of skilled staff for maintenance purposes.	HIGH
15	CS08	Insufficient land for residential development growth of population	Identify state / privately owned land for acquisition. Application of land for acquisition. Also identified land for future residential development.	HIGH
16	CS11	Law enforcement and security officers exposed to danger	Make a request for personnel firearms	HIGH
17	DTS04	Loss of MIG funds	Strict adherence to procurement plan	MEDIUM
18	DTS06	Inferior quality of project outputs/outcomes	Applying the contractual requirements and consequence management	LOW
19	DTS12	Insufficient water supply to high lying areas through pipelines	Installation of water meters (zonal and households), Plumbing retro fitting, finalisation and implementation of WCWDM by law (2020/03/30)	LOW
20	DTS15	Contamination of river systems	Plumbing retro fitting, Reconfiguration of the plant to optimise chlorine dosing	HIGH

### Anti-Fraud and Corruption

For the period under review, the Municipality adopted Fraud Prevention Policy to combat fraud and corruption. The Municipality's Internal Audit also plays a pivotal role in strengthening internal controls and ensuring adherence to segregation of duties, procurement process, and efficiency.

### Supply Chain Management

For the period under review, the municipality had an approved supply chain management policy which is in line with the MFMA and National treasury regulations, furthermore; the policy was reviewed to be in line with the Preferential Procurement Policy Framework Regulations of 2011.

The Supply Chain Management unit is not properly capacitated in terms of human resources and skills. The unit is headed by a Supply Chain Manager. The composition of the bid committees is in accordance with the provisions of the Supply Chain Management Regulations, 2005, and there is regular reporting on the implementation of the policy.

**The Supply Chain Management policy of Mantsopa Local Municipality states that:-**

3. (1) The accounting officer must –
  - (a) at least annually review the implementation of this Policy; and
  - (b) when the accounting officer considers it necessary, submit proposals for the amendment of this Policy to the council
- (2) If the accounting officer submits proposed amendments to the council that differs from the model policy issued by the National Treasury, the accounting officer must –
  - (a) ensure that such proposed amendments comply with the Regulations; and
  - (b) report any deviation from the model policy to the National Treasury and the relevant provincial treasury.
- (3) When amending this supply chain management policy the need for uniformity in supply chain practices, procedures and forms between organs of state in all spheres, particularly to promote accessibility of supply chain management systems for small businesses must be taken into account.

**Delegation of supply chain management powers and duties**

4. (1) The council hereby delegates all powers and duties to the accounting officer which are necessary to enable the accounting officer –
  - (a) to discharge the supply chain management responsibilities conferred on accounting officers in terms of –
    - (i) Chapter 8 or 10 of the Act; and
    - (ii) this Policy;
  - (b) to maximise administrative and operational efficiency in the implementation of this Policy;
  - (c) to enforce reasonable cost-effective measures for the prevention of fraud, corruption, favouritism and unfair and irregular practices in the implementation of this Policy; and
  - (d) to comply with his or her responsibilities in terms of section 115 and other applicable provisions of the Act.
- (2) Sections 79 and 106 of the Act apply to the subdelegation of powers and duties delegated to an accounting officer in terms of subparagraph (1).

(3) The accounting officer may not subdelegate any supply chain management powers or duties to a person who is not an official of the municipality or to a committee which is not exclusively composed of officials of the municipality;

(4) This paragraph may not be read as permitting an official to whom the power to make final awards has been delegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in paragraph 26 of this Policy.

#### **Sub-delegations**

5. (1) The accounting officer may in terms of section 79 or 106 of the Act sub-delegate any supply chain management powers and duties, including those delegated to the accounting officer in terms of this Policy, but any such sub-delegation must be consistent with subparagraph (2) of this paragraph and paragraph 4 of this Policy.

- (2) The power to make a final award –
- (a) above R10 million (VAT included) may not be sub-delegated by the accounting officer;
  - (b) above R2 million (VAT included), but not exceeding R10 million (VAT included), may be sub-delegated but only to –
    - (i) the chief financial officer;
    - (ii) a senior manager
    - (iii) a manager directly accountable to the chief financial officer or a senior manager; or
    - (iv) a bid adjudication committee of which the chief financial officer or a senior manager is a member; or
  - (c) not exceeding R2 million (VAT included) may be sub-delegated but only to –
    - (i) the chief financial officer;
    - (ii) a senior manager;
    - (iii) a manager directly accountable to the chief financial officer or a senior manager; or
    - (iv) a bid adjudication committee.

(3) An official or bid adjudication committee to which the power to make final awards has been sub-delegated in accordance with subparagraph (2) must within five days of the end of each month submit to the official referred to in subparagraph (4) a written report containing particulars of each final award made by such official or committee during that month, including–

- (a) the amount of the award;
- (b) the name of the person to whom the award was made; and
- (c) the reason why the award was made to that person.

**MUNICIPAL FINANCE MANAGEMENT ACT, NO 56 OF 2003: REPORT ON IMPLEMENTATION OF MUNICIPAL SUPPLY CHAIN MANAGEMENT POLICY FOR THE YEAR ENDED 30 JUNE 2019**

**1. SUMMARY**

In terms of regulation 6 of the Supply Chain Management Regulations of 30 May 2005 the Accounting Officer of the municipality must, within 30 days of the end of each financial year, submit a report on the implementation of the Supply Chain Management Policy to council.

In terms of regulation 36(1) of the Supply Chain Management Regulations of 30 May 2005, a Supply Chain Management policy may allow the Accounting Officer-

- a) to dispense with the official procurement processes established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only-
  - (i) in an emergency;
  - (ii) if such goods or services are procured or available from a single provider only;
  - (iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;
  - (iv) acquisition of animals for zoos; or
  - (v) in any exceptional case where it is impractical or impossible to follow the official processes; and
- b) To ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.

- 2. The Accounting Officer must record the reasons for any deviations in terms of sub regulation (1) (a) and (b) and report them to next meeting of the Council and include as a note to the Annual Financial Statements.

**3. DISCUSSION**

Mantsopa Local Municipality approved its supply chain management policy on the 01 December 2005, and it is reviewed annually and according to the policy the Accounting Officer must establish supply chain management unit to implement its supply chain management policy.

### 3.1 ADVERTISEMENTS AND ADWARDED OF BIDS FOR 2018/19 FINANCIAL YEAR

Number	Bid Number	Description	Name of Service Provider	Amount
1.	MLM 12/17/18	Excelsior : Erection of 730m of Concrete Palisade Fence and Graveyard	Sediba Se Maphodi Construction CC	R 632,567.76
2.	MLM 26/17/18	Fixing and Re-sealing of Potholes for Mantsopa Local Municipality	HDM Projects	R 1,449,699.75
3.	MLM 02/18/19	Tweespruit : Construction of Three (03) 40 Square Metre Standing Alone Residential Dwellings	Thap3lom General Trading	R 618,456.42
4.	SCM 62/16/17	Supply and Delivery of ICT Software for Mantsopa Local Municipality	LQ Technologies	R 504,788.74
5	MLM 03/18/19	Appointment of Service Provider to Assist Municipality with Billing Data Verifications	Fezi Auditors	R 953,000.00
6	MLM 01/18/19-01	Design and Construction Monitoring of Sport Facilities at Dipelaneng	Proper Consulting Engineers	R 1,618,252.17
7	MLM 01/18/19-02	Water Conservation and Demand Management for Mantsopa Local Municipality	SADC Project Consulting	R 1,714,069.25
8	MLM 15/18/19	Supply and Installation of 30 LED High Mast Lights for Mantsopa Local Municipality	ERMSA	R 11,818,228.00
9	MLM 01/18/19-03	Manyatseng : Design and Construction Monitoring of 1,7 Km Paved Road and Storm-Water in Los My Cherrie and Vukasenzele	Dipabala	R 1,194,416.39
10	MLM 20/18/19	Dipelaneng : Construction of Multi-Purpose Sports Facility	Bulwazi Trading	R 9,994,783.98
11	MLM 08/18/19	Rental Lease Of Fleet For Period of Twelve Months (12) "As When and Required Basis" For Mantsopa Local Municipality	Matela Civil Construction	R 47,200.00 (Rates Based)
12	MLM 09/18/19	Supply, Delivery and Off-Loading Of Premix Asphalt for Period of Three Years "As When and Required Basis" For Mantsopa Local Municipality	Khumoetsile Projects	R 99.00 (Rates Based)
13	MLM 35/18/19	Manyatseng : Construction Monitoring of 1,7 Km Paved Road and Storm-Water in Los My Cherrie and Vukasenzele	Nomano	R 9,842,171.34
14	MLM 01/18/19-04	Dipelaneng : Construction of Multi-Purpose Sports Facility (Health and Safety)	Melokuhle Management	R 91,678.00
15	MLM 37/18/19	Appointment of a Professional Service Provider For Compilation Of GRAP Compliant Annual Financial Statements and Assets Register For 2019/19 Financia Year	EMS Advisory	R 1,563,370.00
16	MLM 01/18/19-05	Boroa : Design and Construction of Upgrading of Sport Facility	Nakeni Projects	R 209,867.80

	MLM 40/18/19	Supply, Delivery and Installation of Water Testing Instruments		R 259,480.60
17	MLM 46/18/19	Boroa : Construction of Upgrading of Sport Facility	Thap3lom General Trading JV	R 1,636,912.62
18	MLM 36/18/19	Provision of Short Term Insurance For All Of Assets of the Municipality For Three Years Period	Silverlake Trading	R 1,809,747.00
19	MLM 38/18/19	Supply, Delivery and Off-Loading of Water and Sanitation Related Accessories (Panel) on "As When and Required Basis" (Three Years Period)	Star Traders	R 16,887.50 (Rates Based)
20	MLM 38/18/19	Supply, Delivery and Off-Loading of Water and Sanitation Related Accessories (Panel) on "As When and Required Basis" (Three Years Period)	Khumoetsile Projects	R 59,561.00 (Rates Based)
21	MLM 38/18/19	Supply, Delivery and Off-Loading of Water and Sanitation Related Accessories (Panel) on "As When and Required Basis" (Three Years Period)	Shadow Moon Trading	R 11,172.30 (Rates Based)
			<b>Total</b>	<b>R 46,046,409.62</b>

### 3.2 DEVIATIONS

The following were procured through section 36 of the SCM regulation

VENDOR	DESCRIPTION	AMOUNT	REASON	PAYMENT NO	PAYMENT DATE
Power Gear cc	Repairs	R 77,041.20	The municipality utilized only Gearbox Bloemfontein for the strip and repair the seized gearbox of Nissan DJX973FS-Compactor Truck because they are gearbox specialists recommended by manufacturer.	11061179	19/07/2018
Trentyre	Re-treaded tyres	R 5,032.24	The municipality vehicle Reg CNY014FS needs re-treading of old tyres casings urgently. The SCM division sourced one quote from Trentyre for re-treading of old tyres.The tyres were initially purchased from Trentyre.	15049938	13/07/2018
Trentyre	Re-treaded tyres	R 4,896.05	The municipality vehicle reg no FHN635FS needs re-treading of old tyres casings urgently.The SCM division sourced one quote from Trentyre for re-treading of old tyres.The tyres were initially purchased from Trentyre.	15049938	13/07/2018
Trentyre	Re-treaded tyres	R 4,896.05	The municipality vehicle reg no CNY014FS needs re-treading of old tyres casings urgently.The tyres were initially purchased from Trentyre.	15049938	13/07/2018

Regomoditswe General Trading	Repairs GWM872FS	R 5,378.29	The municipality utilised Regomoditswe General Trading as the sole supplier for the strip and repair of engine for GWM DPX872FS.	15049943	13/07/2018
Trentyre	Re-treaded tyres	R 4,896.05	Re-treading of tyres casings urgently.The SCM division sourced one quote from Trentyre for re-treading of old tyres.The tyres were initially purchased from Trentyre.	15049938	13/07/2018
Trentyre	Re-treaded tyres	R 3,403.59	The municipality vehicle reg no FHN645FS needs re-treading of old tyres casings urgently.The SCM division sourced one quote from Trentyre for re-treading of old tyres.The tyres were initially purchased from Trentyre.	15049938	13/07/2018
Trentyre	Re-treaded tyres	R 7,869.19	The municipality vehicle reg no CWS996FS needs re-treading of old tyres casings urgently.The SCM division sourced one quote from Trentyre for re-treading of old tyres.The tyres were initially purchased from Trentyre.	15049938	13/07/2018
Remasoue Funeral Home	Pauper Burial	R 3,500.00	The municipality obtained one quotation from Remasoue Funeral Home for pauper burial of Joel Lefu Masienyane.It was impossible and impractical to follow the supply chain procedure because the corp is already in a mortuary.	11061140	02/07/2018
Thomsons Auto Body Repairs	Accidental recovery	R 3,220.00	The Municipality utilized Thompson, because it is excess payment for accidental recovery of insurance.	15049934	13/07/2018
Thomsons Auto Body Repairs	Repairs DPY896FS	R 5,267.00	The municipality utilised Thomsons Auto Body Repairs for the strip and repair of the propeller shaft,centre bearings,universal joints and balancing the propeller shaft for TLB,DPY896FS.	15049934	13/07/2018
Thomsons Auto Body Repairs	Repairs DPY868FS	R 2,530.00	The municipality utilised Thomsons Auto Body Repairs for the strip and repair of the propeller shaft,centre bearings,universal joints and balancing the propeller shaft for TLB,DPY896FS.	15049934	13/07/2018
SA AIRBRAKE & TRUCK	Repairs DXB053FS	R 5,579.50	The municipality, Honeysucker broken needs to repair and replace the power Steering Pump. The SCM division sourced one quote from SA Air Brake & Truck because it is impossible to obtain three quotations.	11061132	02/07/2018
Lihlomo Guest House	Accommodation	R 12,880.00	The Municipality Supply Chain Division is booking accomodation for employee whereby and nearby the meeting,course,seminar and conference is held.It is impossible to follow normal procurement processes on such instance.	15049931	13/07/2018
Trentyre	Retreated Tyres	R 10,546.05	The municipality utilised Trentyre as the sole supplier fo the re-treading of the old tyre casings of the municipality.	15049931	13/07/2018
Thomsons	Bomag Roller Repairs	R 3,494.85	The municipality Bomag roller needs strip and repair.The Scm division sourced one quote from Thomsons Auto Body Repairs it is impossible to obtain three quotations for strip and repairs	15050837	11/13/2018
Truvelo Manufacturers	Speed Machine Service	R8,700.00	The municipality procured Truvelo speed machine from Truvelo Manufacturers for Traffic Division the machine need to calibrate for compliance.The SCM requested one quotation	15051278	1/29/2019

			from Truvelo Manufacturers. Therefore, it is impossible to follow normal procurement process on such instances.		
Scholtz Motors	Tractor Repairs CMR182FS	R 57,521.85	The municipality tractor at Excelsior is broken and it needs to be fixed and diagnosed from strip and repair. The SCM unit sourced one quotation for strip and repairs from Scholtz Motors, therefore it is impossible to obtain three quotations on such instance.	15050202	8/28/2018
Waterenviro cc	Repair Golf Borehole	R 63,640.89	The municipality 5.5KW pump at Tweespruit is broken, it needs to be fixed and be diagnosed for strip and repairs. The municipality SCM Unit requested one quote from Waterenviro cc for strip and repairs. Therefore it is impossible to obtain three quotations.	15050721	10/11/2018
Mangaung Water Services	Motor Pump	R 25,035.00	The municipality 5.5kw borehole pump at Ladybrand was broken and it needs to be fixed and diagnosed for strip and repairs. The SCM division source one quote for strip and quote for Mangaung water service. It is impossible to obtain three quotations on such instances	15050181	8/17/2018
Regomoditswe General Trading	Repairs DPX870FS	R 6,969.42	The municipality utilised Regomoditswe General Trading for strip and repair the engine crank sensor, ignition coil and engine oil pump and drive of shaft of GWM Bakkie reg no DPX870FS.	150150368	9/6/2019
Barloworld Equipment	Repairs Cat Dozer	R 23,496.06	The municipality Caterpillar CAT 953D Dozer is broken, it needs to be fixed and diagnosed for strip and repairs. The SCM unit sourced one quotation for strip and repairs of caterpillar. Therefore, it is impossible to obtain three quotations and municipality procured that Dozer from Barloworld.	150150127	08/08/2018
Imperial Group	Repairs DKG688FS	R 17,632.06	The Municipality Isuzu tipper truck is broken and it needs to be fixed and diagnosed for strip and repairs. SCM unit source one quote from Imperial GM for strip and repairs. Therefore it is impossible to obtain three quotations.	150150404	06/09/2018
Stijl Gariep Hotel	Accommodation	R 106,400.00	The Municipality Supply Chain Division is booking accommodation for employee whereby and nearby the meeting, course, seminar and conference is held. Therefore it is impossible to follow normal procurement processes on such instances.	15050132	13/08/2018
ELB Equipment	Repairs HDP782FS	R 20,601.48	The Municipality vehicle. Terex TLB reg no: HDP782FS is due for 500 hours service repairs. The SCM unit of the municipality sourced one quote for repairs service from ELB Equipment because the supplier is the recommended manufacturer.	15050723	11/10/2018
Trentyre	Retreated Tyres	R14,950.00	The municipality vehicle 10 old tyre casings are taken for re-treading, whereby the municipality pays for the rubber and machining solely.	15051240	07/01/2019
Zero Tolerance	Security Task Team	R 311,650.00	The municipality utilised Zero Tolerance because it was an emergency to source and protect Municipal properties as including residence of ward Councillors in Manyatseng and Ladybrand for period not exceeding seven days in line with applicable MFMA prescripts.	15050117	03/08/2018'
Man Truck & Bus SA	Brake Sensor	R 2,435.34	The municipality vehicle, Man Fire Truck reg no DDM442FS brake sensor is defective and needs replacement urgently. The SCM Division sourced one quote for replacement from Man Truck & Bus because the supplier is the recommended manufacturer.	FL28858	27/08/2018



BR Dienste Ladybrand	Repairs DPY896FS	R 3,220.00	The municipality vehicle, New Holland TLB, reg number DPY896FS, accelerator cable has broken and requires replacement urgently. The SCM Division sourced one quote for the strip and repairs from B.R Dienste Ladybrand because the supplier is the recommended and accredited manufacturer.	FL28863	27/08/2018
Regomoditswe General Trading	Repairs DKG354FS	R 15,016.47	The municipality vehicle GWM reg no: DKG354FS broke down due to engine seizure and it needs to be fixed and diagnosed for strip and repairs. The SCM Division sourced one quote for strip and repair from Regomoditswe General Trading as it is impossible to obtain three quotations on such instances.	15050475	01/10/2018'
Lihlomo Guest House	Accommodation	R 11,730.00	The Municipality Supply Chain Division is booking accommodation for employee whereby and nearby the meeting, course, seminar and conference is held. Therefore it is impossible follow normal procurement processes on such instances.	15050379	06/09/2018'
Komatsu	Grader Radiator Repairs	R8,405.19	The municipality's vehicle, Komatsu grader reg no: CYR131FS needs repairs and maintenance for the Alternator and Radiator. The SCM Division sourced one quote for the repairs from Komatsu SA, because the supplier is the recommended manufacturer.	15051241	07/01/2019'
B.R Dienste	Repairs DBP315FS	R 24,206.69	The Municipality procured Landini Tractor from BR Dienste. The tractor is broken and it needs to be repaired and be diagnosed for strip and repairs. The SCM unit of the municipality sourced one quote for strip and repairs from BR Dienste therefore it is impossible to obtain three quotations.	15050389	9/6/2018
Q&H Water & Sewage Services	Bearings 75kw motor	R 26,242.80	The municipality utilised Q&H Water Services because they were the company arranged to strip and quote repairs on the 75kw motor that burnt at the Tweespruit Borwa Sewage pump station. This is an emergency due to the overflowing of raw sewage in the environment, causing a health hazard to humans and pollution to the environment.	15050342	9/6/2018
Q&H Water & Sewage Services	Pump Station Repairs	R 26,242.80	The municipality utilised Q&H Water Services because they were the company arranged to strip and quote repairs on the 75kw motor that burnt at the Tweespruit Borwa Sewage pump station. This is an emergency due to the overflowing of raw sewage in the environment.	15050342	9/6/2018
Q&H Water & Sewage Services	Installation of motor	R 58,459.43	The municipality utilised Q&H Water Services because they were the company arranged to supply and install a new 75kw motor and connect it to the VSD Panel at Genoa Caledon pump station. This is an emergency because the community of Ladybrand/Manyatseng will not be receiving sufficient drinking water. Till the 2nd raw pump is back online.	15050342	9/6/2018
Q&H Water & Sewage Services	Repair of sewer pump motor	R 13,674.30	The municipality utilised Q&H Water Services because they were the company arranged to strip and quote repairs on the 75kw motors that flooded at the Tweespruit Sewage Pump Station. This is an emergency due to the overflowing of raw sewage in the environment, causing a health hazard to humans and pollution to the environment.	15050342	9/6/2018

Q&H Water & Sewage Services	Pump Station Installation	R 59,154.83	he municipality utilised Q&H Water Services because they were the company arranged to strip and quote repairs on the 75kw motor at Genoa Caledon Pump Station. This is an emergency because the community of Ladybrand/Manyatseng will not be receiving sufficient drinking water until the 2nd raw pump is back online.	15050342	9/6/2018
Magnis Trucks	Repairs DBC844FS	R 8,066.26	The municipality vehicle, Nissan refuse compactor truck reg no DBC844FS rear brake cylinder, rear park brake cable wedge and cage roller are defective and needs repairs urgently. The SCM sourced one quote for repairs spare parts from UD Trucks because the supplier is the recommended manufacturer.	15050429	9/11/2018
Thomsons	Repairs DVB053FS	R 3,197.00	The municipality vehicle. FAW honeysucker no DVC053FS propshaft has broken down and needs repairs urgently. The SCM Division sourced one quote for strip, repair and balancing of the propshaft from Thomsons Auto Body Repairs.	15050837	11/13/2018
B.R Dienste	Repairs DBP315FS	R 9,339.15	The municipality tractor is broken and it needs to be fixed and diagnosed from strip and repair. The SCM unit sourced one quotation for strip and repairs from BR Dieste, therefore it is impossible to obtain three quotations on such instance.	15050438	9/19/2018
Mangaung Water Services	Repair Water Pump	R 10,333.90	The municipality utilised Mangaung Water Services for the strip and repairs. Supply Chain management division sourced only one quotation from Mangaung Water Service for strip and repairs of motor and pump. It is impossible to follow normal procurement processes on the strip and repair.	Hob28326	13/09/2018"
Mangaung Water Services	Repair of Motor Pump	R 30,486.50	The municipality utilised Mangaung Water Services for the strip and repairs. Supply Chain management division sourced only one quotation from Mangaung Water Service for strip and repairs of motor and pump. It is impossible to follow normal procurement processes on the strip and repair.	Hob28325	13/09/2018"
Thomsons	Repairs CVP737FS	R 7,998.25	The municipality vehicle. Toyota Hilux reg no: CVP737FS, propshaft has broken and needs repairs urgently. The SCM Division sourced one quote for strip, repair and balancing of the propshaft from Thomsons Auto Body Repairs.	15050837	11/13/2019
Magnis Truck	Replace fuel filters	R 6,678.73	The municipality vehicle, Nissan UD 85 refuse compactor truck reg no: DBC844FS, fuel filter assembly and water trap filters needs repairs or replacement urgently. The SCM Division sourced one quote for the required spare parts from UD Trucks T/A Magnis Truck because the supplier is the recommended manufacturer of Nissan UD Trucks.	15050554	05/10/2018'
John Williams Motors	Repairs FKJ123FS	R 8,688.20	The municipality's vehicle, Mercedes Benz reg no: FKJ123FS, rear and front brakes pads discs needs repairs or replacement urgently. The SCM Division sourced one quote for strip, repair and replace the worn and defected parts because the supplier is the recommended manufacturer of Mercedes-Benz.	15050722	10/11/2018
City Lodge Hotels	Accommodation	R 3,833.75	The Municipality Supply Chain Division is booking accommodation for employee whereby and nearby the meeting, course, seminar and conference is held. Therefore it is impossible follow normal procurement processes on such instances.	15050449	21/09/2018'

John Williams Motors	Repairs DLV433FS	R 7,695.20	The municipality's vehicle, Mercedes Benz reg no:DLV433FS, rear and front brakes pads discs needs repairs or replacement urgently. The SCM Division sourced one quote for strip, repair and replace the worn and defected parts because the supplier is the recommended manufacturer of Mercedes-Benz.	15050722	10/11/2018
Komatsu	Radiator Repairs	R7,145.77	The municipality's vehicle Komatsu grader reg no:CYR131FS has a malfunctioning hour and leaking radiator cap which needs replacement urgently. The SCM Division sourced one quote for the replacement parts of the defective and malfunctioning hour and Radiator cap from Komatsu SA because the supplier is the recommended manufacturer.	15051241	1/7/2019
Thomsons	Repairs DBP315FS	R 4,025.00	The municipality vehicle, Landini Tractor reg no:DBP315FS has just been completed repairs on seized engine and needed to be towed back to Thaba Patcha urgently. The SCM Division sourced one quote for the towing from Thomsons Auto Body Repairs because the supplier has the truck to cater for 8 ton load.	15050837	13/11/2018
Agisanang Burial Society	Pauper Burial	R 6,000.00	The municipality obtain one quotation from Agisanang Burial Home for pauper Burial of Sebolelo Mpakana. It is impossible and impractical to follow the supply chain procedure because the corp is already in a mortuary.	15050733	9/10/2018
Khetho Yaka Funeral Society	Pauper Burial	R 3,000.00	The municipality obtain one quotation from Khetho Yaka Funeral Society for pauper Burial of the late Tshotleho Makhotla. It is impossible and impractical to follow the supply chain procedure because the corp is already in a mortuary.	15050794	21/06/2018
Q&H Water&Sewage	Repair 3.7km Submersible pump	R 18,468.00	The municipality submersible pump for Platberg sewage pump station needs strip and repairs urgently. The SCM division sourced one quote from Q&H Water Sewage Services.	15051660	02/10/2018'
Lihlomo Guesthouse	Accommodation	R 2,932.50	The Municipality Supply Chain Division is booking accommodation for employee whereby and nearby the meeting, course, seminar and conference is held. Therefore, it is impossible follow normal procurement processes on such instances	15050797	02/10/2018'
OVK	Land Cruiser Service	R2,862.53	The municipality's vehicle ,Toyota Land Cruiser reg no:DBM384FS needs repairs and replacement of filters urgently. The SCM Division sourced one quote for repairing form Ladybrand Toyota.	15051242	04/10/2018'
Q&H Water & Sewage	Pump Station Repairs	R 18,722.92	The municipality pump station at Platberg needs strip and repairs urgently. The SCM Division sourced one quote for strip and repair from Q&H Water Sewage Services (Pty) Ltd.	WS28552	08/10/2018'
Magnis Trucks	Repairs FHN644FS	R 6,576.95	The municipality's vehicle, Nissan UD35 Truck reg no:FHN644FS requires repairs and maintenance on the rear hub oil seals, beake shoes replacement and service. The SCM Division sourced one quote for the repairs and maintenance spares from Magnis Trucks because the supplier is the recommended manufacturer.	15050837	08/10/2018'
Thomsons	Repairs HDB418FS	R 3,239.32	The municipality Nissan Bakkie is broken and it needs to be fixed and diagnosed for strip and repairs. SCM unit sourced one quote from Thomsons Auto Body Repairs for strip and repairs. Therefore it is impossible to obtain three quotations.	15050837	08/10/2018'

Magnis Trucks	Repairs DBC844FS	R 18,994.24	The municipality's vehicle, Nissan UD 80 Truck, Reg no: DBC844FS requires repairs and maintenance on the rear brake booster assembly and brake master cylinder complete replacement. The SCM Division sourced one quote for the supply of repairs and maintenance spares from UD Trucks because the supplier is the recommended manufacturer.	15050837	08/10/2018'
Q&H Water&Sewage	Repair pump station	R 67,142.18	The municipality pump station at Hobhouse needs strip and repairs urgently. The SCM Division sourced one quote for strip and repair from Q&H Water Sewage.	15051660	09/10/2018'
Andre's Nissan	Repairs HDB425FS	R 2,052.40	The municipality vehicle Nissan NP300 Bakkie reg no HDB425FS requires service and maintenance service for 30 000km urgently. The SCM Division sourced one quote for the repairs and maintenance/service from Andre's Nissan because the supplier is the recommended manufacturer.	FL28905	10/10/2018'
Magnis Trucks	Repairs FHN635FS	R 6,576.95	The municipality's vehicle, Nissan UD35 Truck reg no: FHN635FS requires repairs and maintenance/Service urgently. The SCM Division sourced one quote for the repairs and maintenance/service kit spares from Magnis Trucks because the supplier is the recommended manufacturer.	15050837	15/10/2018'
PG Glass Ladybrand	Repairs FHN638FS	R2,469.05	The municipality's vehicle, Nissan UD Truck, reg no: FHN368FS requires repairs and maintenance and/or replacement of front windscreen urgently. The SCM Division sourced one quote for the supply and fitment of windscreen from PG Glass Ladybrand, because the supplier is the only supplier for trucks glaziers locally.	15051288	17/10/2018'
BR Dienste Ladybrand	Wheel Boltsx12 Rim	R2,587.50	The municipality's vehicle, New Holland Tractor. Reg no: BSZ117FS requires repairs and maintenance and/or replacement of front wheel rims and studs urgently. The SCM Division sourced one quote for the repairs and maintenance/spares from BR Dienste Ladybrand, because the supplier manufacturer.	15051239	17/10/2018
Komatsu	Grader Transmission Repairs	R12,931.75	The municipality's vehicle, Komatsu Grader, reg no: CYR131FS requires repairs and maintenance of the defective transmission cooler urgently. The SCM Division sourced one quote for the repair, supply and fitment of the defective transmission cooler from Komatsu SA because the supplier is the manufacturer for the grader.	15051241	18/10/2018
Thomsons	Repairs DKG354FS	R 9,598.48	The municipality vehicle, GWM Bakkie reg no: DKG354FS requires repairs and maintenance or replacement of the defective front axle idler arm, tie rod ends-left and right ball joints, centre link and stabiliser arm bushes. The SCM Division sourced one quote for strip, supply, repair and fitment of the defective front axle complete from Thomsons Auto Body Repairs	15050838	19/10/2018'
Thomsons	Bomag Roller Repairs	R 3,474.85	The municipality's equipment, Bomag Compactor Roller requires repairs and maintenance or replacement of the defective high tension bolts, spring washers and re-threading urgently. The SCM Division sourced one quote for strip, supply and repairs from Thomson's Auto Body Repairs.	15050838	22/10/2018'

Q&H Water Sewage	Repair 5.5kw motor pump	R 12,583.07	The Municipality, pump at Thaba Patchoa station needs strip and repair on 5.5kw motor pump that transfer water to the reservoir. The SCM sourced one quotation from Q&H Water Sewage it is impossible to obtain three quotations for strip and repair.	WS28555	24/10/2018'
Fire Equipment	Fire Extinguishers service	R 14,945.40	The municipality's fire extinguishers need service every year. The SCM Division sourced one quotation from Fire Quip Pty Ltd and it is impossible to obtain three quotations because they must service the extinguishers before they quote.	COM26284	27/10/2018
Ladybrand Scrapyard	Repairs DDM442FS	R2,558.70	The municipality's vehicle, Man Fire Truck, reg no DDM442FS requires repairs and maintenance of the defective radiator.	15051297	31/01/2019'
Q&H Water&Sewage	Refurbish KSB Pump	R 19,130.11	The municipality utilised Q&H Water Sewage Services because they were the company arranged to strip and quote repairs on the KSB ETA 40-400 Bare shaft pump that broke at the Cathcart Pump Station.	15051415	20/02/2018
Komatsu	Repairs CYR131FS	R 3,400.56	The municipality's vehicle, Komatsu Grader reg no: CYR131FS requires repairs and maintenance of the defective wiper arm. The SCM Division sourced one quote for the supply and delivery of the defective wiper arm from Komatsu SA because is the manufacturer of the Komatsu Grader G655-3A. Therefore it is impossible to obtain three quotes.	15051436	21/02/2019'
Q&H Water & Sewer	Submersible Pump repairs	R 38,055.00	The municipality's pump station in Tweespruit at the Kooperasie needs strip and repairs on 15kw submersible pump and also electrical panel. The SCM Division sourced one quote from Q&H Water because it is impossible to obtain three quotations.	WS28564	16/11/2018'
Q&H Water & Sewer	Dousing Pump repairs	R 7,986.75	The municipality's water treatment works in Ladybrand needs strip and repairs on 0.20kw dousing pump. The SCM Division sourced one quote from Q&H water & Sewage Services because it is impossible to obtain three quotations.	WS28563	16/11/2018'
President Hotel	Accommodation	R 16,800.00	The Municipality Supply Chain Division is booking accommodation for employee whereby and nearby the meeting, course, seminar and conference is held. Therefore, it is impossible follow normal procurement processes on such instances.	15050872	11/20/2018
President Hotel	Accommodation	R 2,400.00	The Municipality Supply Chain Division is booking accommodation for employee whereby and nearby the meeting, course, seminar and conference is held. Therefore, it is impossible follow normal procurement processes on such instances.	15050872	11/20/2018
President Hotel	Accommodation	R 9,600.00	The Municipality Supply Chain Division is booking accommodation for employee whereby and nearby the meeting, course, seminar and conference is held. Therefore, it is impossible follow normal procurement processes on such instances.	15050872	11/20/2018
Antaboga	Accommodation	R 14,526.80	The Municipality Supply Chain Division is booking accommodation for employee whereby and nearby the meeting, course, seminar and conference is held. Therefore, it is impossible follow normal procurement processes on such instances.	15050907	23/11/2018'
Plexus Suppliers cc	Air Conditioner maintenance	R 2,162.00	The municipality's office air conditioner units requires repairs and maintenance as they are not working. The SCM Division sourced one quote for the strip and repair of the defective	FL28938	27/11/2018'

			air conditioner units from local supplier Plexus and it is impractical to obtain three quotations		
Q&H Water&Sewage	Remove slunge in clarifier	R 3,739.77	The municipality utilised Q&H Water Services Sewage Services because they were the company arranged to strip and quote repairs on the 0.18kw flender motor that broke at Genoa Water Treatment Works Clarifier.	15051415	20/02/2019'
Q&H Water&Sewage	Provide Raw Water	R 41,370.37	The municipality utilised Q&H water Sewage Services because they were the company arranged to strip and quote repairs on the 75kw Dutchinl motor that broke at Genoa Water Treatment Works Caledon Pump Station.	15051415	20/02/2019'
Ladybrand Toyota	Repairs DBM398FS	R 2,908.36	The Municipality's vehicle, Toyota Land Cruiser reg no:DBM398FS requires repairs and maintenance of the defective fuel elements and air filter element. The SCM division sourced one quotation for strip and repair of the defective fuel and air elements from Toyota Ladybrand because the supplier is the recommended manufacturer and it is impractical to obtain quotations.	FL28939	20/02/2019'
Pump Shop Africa	Repair 30kw motorolli	R 17,616.56	The Municipality, pump at Hobhouse water station broken needs strip and repairs. The SCM division sourced one quote from Pump Shop Africa because it is impossible to obtain three quotations.	15051645	25/03/2019'
Pump Shop Africa	Repair motorolli 18.5	R 14,475.63	The Municipality, pump at Hobhouse water station broken needs strip and repairs. The SCM division sourced one quote from Pump Shop Africa because it is impossible to obtain three quotations.	15051645	25/03/2019'
MAM Travel	Transport	R 8,000.00	Three quotations were requested from Interstate, Am Travel as well as Free State coaches however the Free State Coaches did not sent us a quotation.	15051626	3/22/2019
Waterviro cc	Repair Borehole Pump	R 15,438.75	The municipality utilised Waterenviro cc because it is matter of emergency as the community of Tweespruit will be without water for the whole festive if we do not get the borehole pump by tomorrow	TW28151	20/12/2018'
Plexus Supplier	Repair Office Air Conditioners	R 2,162.00	The municipality utilised Plexus Suppliers as the supplier for the strip and repair of the offices air conditioners office, Assets office, Director Community Service office and internal audit office.	15051623	22/03/2019'
Thomsons Auto Body Repairs	Strip and Repair Slasher	R 3,000.35	The Municipality utilised Thomsons as the sole supplier for the strip and repair of the gearbox of grass cutting slasher for parks and cemeteries.	15051312	31/01/2019'
Thomsons Auto Repairs	Repairs DHN645FS	R11,416.05	The municipality utilised Thomsons Auto as the sole supplier for the strip, supply spares and repair the rear left hub, backing plates compete with brake callipers and brake pads for Nissan UD Truck,Reg no:FHN645FS.	15051572	12/03/2019'
Komatsu	Repairs:Komatsu Grader	R10,191.88	The municipality utilised Komatsu as the sole supplier for the strip and repairs of the defective hydraulic cylinder of the Komatsu Grader G-650,because the supplier is the manufacturer.	FL28966	16/01/2019

Oranje Drukkery BPK	Log Books and Vehicle Books	R4,349.30	The municipality utilised Oranje Print and Packaging as the sole supplier for the re-printing of vehicle pre-trip checklists and log books because the supplier is the only printing service provider locally and they have already designed all municipal face value books, purchase order books and logbooks.	15051617	22/03/2019'
SA Air Brake	Honey Sucker Clutch Repairs	R3,766.00	The municipality SA Air Brake & Clutch as the sole supplier for the strip and repair of FAW honey sucker truck gearbox selector shaft,reverse gear and fork shaft because the supplier is recommended by the manufacturer.	15051318	31/01/2019'
Q&H Water & Sewage	Repairs 75Kw Soft Starter	R17,491.50	The municipality utilised Q&H Water & Sewage Services as the company arranged to strip and quote repairs on the 75Kw soft starter failure(Star Delta panel)for Tweespruit sewer pump station	WS29630	17/01/2019'
Q&H Water & Sewage	Repairs 0.75Kw Submersible pump	R10,281.58	The municipality utilised Q&H Water & Sewage Services as the company arranged to strip and quote repairs on the 0.75kw submersible pump for Tweespruit sewer pump station that keeps on flooding.	WS29627	17/01/2019'
Q&H Water & Sewage	Repair Gorman Rupp V4	R57,477.23	The municipality utilised Q&H Water & Sewage Services as the company arranged to strip and quote repairs on the Gorman Rupp V4 rotating element for Hobhouse raw sewer pump station	WS29629	18/01/2019'
Q&H Water & Sewage	Repair 7Kw ABS Submersible	R18,259.93	The municipality utilised Q&H Water & Sewage as the company arranged to strip and quote repairs on the 7Kw ABS submersible pump for Excelsior sewer pump station.	WS29628	18/01/2019'
Thomsons Auto Repairs	Repairs FHN644FS	R3,921.50	The Municipality utilised Thomsons for strip, supply and repair of the rear wheels drums including skimming and brakes re-lining for vehicle registration number FHN644FS.	15051572	03/12/2019'
SA Air Brake	Repairs DVB053FS	R24,645.17	The Municipality utilised SA Air Brake & Clutch as the sole supplier for the strip,supply of spares and repair of Faw Honey Truck registration number DVB053FS because the supplier is the manufacturer of FAW Trucks.	FL28974	24/01/2019
Q&H Water & Sewage	Repair 11Kw Hidrostal	R27,014.08	The Municipality utilised Q&H Water & Sewage Services as the company arranged to strip and quote repairs on the 11Kw Hidrostal Submersible pump for Ladybrand waste water treatment works.		24/01/2019
Thomsons Auto Repairs	Repairs DTN565FS	R5,261.56	The Municipality utilised Thomsons Auto for the strip,supply spares/starter and repair the vehicle registration number DTN654FS,GWM Bakkie.	15051572	12/03/2019'
Thomsons Auto Repairs	Repairs HDD597FS	R6,781.76	The Municipality submitted two quotations(Thomsons&HEE Panel beaters)to the insurer for the strip,supply spares and repairs the vehicle registration number HDD597FS,rear right tail light, rear right bumper and stop light. The Municipality utilised Thomsons Auto because the supplier was initially approved by the insurance to repair. The Municipality thereafter resolved to incur the expense due to excess amount payable of R5000.00 with the difference payable by the insurance of R1781.73.	15051572	12/03/2019'
Toyota Ladybrand	Repairs DMD942FS	R2,333.68	The Municipality utilised Toyota Ladybrand for the strip,supply spares & repair and/or service Toyota Quantum,reg DMD942FS,because the supplier is the manufacturer.	FL28983	29/01/2019

Thomsons Auto Repairs	Repairs DTN654FS	R5,261.56	The Municipality utilised Thomsons for strip,supply spares/starter and repair the vehicle registration number DTN645FS,GWM bakkie.	15051572	12/03/2019'
Ladybrand Toyota	Repairs DBM398FS	R12,595.61	The Municipality utilised Ladybrand Toyota for the repair of front suspension for Land Cruiser for registration DBM398FS because the supplier is the recommended manufacturer of the Fire Truck.	FIR29501	31/01/2019'
ELB Equipment	Repairs TLB TX844FS	R31,596.05	The Municipality utilised ELB Equipment as the sole supplier for the strip,supply spares and service of Terex TLB TX844FS,registration number HDP782FS because the supplier is the manufacturer of Terex.	FL28982	31/01/2019'
Thomsons Auto Repairs	Repairs DKG354FS	R10,524.80	The Municipality utilised Thomsons Auto as the sole supplier for the strip,supply spares and repair the front wheels brakes callipers,brake pads and chassis tension rods.	15051572	03/12/2019'
Man Automotive	Repairs DDM442FS	R 3,696.19	The municipality's Man Truck reg no:DDM442FS,front mountings needs repair,strip and replacement. The SCM sourced one quote for repair and replace of the broken mountings, the supplier is the manufacturer of Man Truck.		18/02/2019'
Q&H Water&Sewage	Repair 75kw motor	R 41,484.37	The municipality utilised Q&H Water Sewage Services because they were the company arranged to strip and quote repairs on the 7.5km BMG Motor that flooded at Tweespruit Sewage Pump Station.	15051415	20/02/2019'
Q&H Water&Sewage	Transfer Raw Sewage	R 17,659.51	The municipality utilised Q&H Water & Sewage Services because they were the company arranged to strip and quote repairs on the 2nd 7kw ABS submersible pump that broke at Excelsior Sewage Pump Station.	15051415	20/02/2019'
Q&H Water&Sewage	Raw Sewage	R 17,659.51	The municipality utilised Q&H Water Sewage Services because they were the company arranged to strip and quote repairs on the 7kw ABS submersible pump that broke at Excelsior Sewage Pump Station.	15051415	20/02/2019'
Q&H Water&Sewage	Refurbish Submersible Pump	R 19,072.20	The municipality utilised Q&H Water Sewage Services because they were the company arranged to strip and quote repairs on the submersible pump for OVK sewage pump station in Tweespruit.	15051415	20/02/2019'
Q&H Water&Sewage	Transfer Raw Sewage	R 39,786.00	The municipality pump station at Tweespruit needs strip and repairs on the 2nd 75kw BMG motor that flooded at Tweespruit Sewage pump station urgently.The SCM Division sourced one quote for strip and repair from q&h Water Sewage.	15051415	20/02/2019'
Man Automotive	Honey Sucker DVB053FS	R 4,427.50	The municipality utilised SA Airbrake for the strip and repair of the FAW Honey sucker truck's fuel pump(DVB053FS)because the supplier is the manufacturer FAW trucks.	15051637	25/03/2019'
Oranje Drukkery	Vehicle Log books	R 4,183.70	The municipality utilised Oranje Print & Packaging as the sole supplier for the re-printing of vehicle pre-trip checklists and log books the supplier is the only printing service provider locally and they have already designed all municipal face value books,purchase order books and logbooks.	FL29000	13/03/2019'
BR Dienste Ladybrand	Repairs BDP314FS	R 4,415.20	The municipality utilised BR Dienste Ladybrand as the sole supplier for the strip,repair and service the Landini,tractor,DBP314FS because the supplier is the manufacturer.	FL29009	14/03/2019'



BR Dienste Ladybrand	Repairs BDP314FS	R 3,565.00	The municipality utilised BR Dienste Ladybrand as the sole supplier for the strip and repair the Landini, tractor, DBP314FS clutch and accelerator cables because the supplier is the manufacturer.	FL29002	14/03/2019'
Oranje Drukkery	56 Artikel Books	R 7,082.85	The municipality utilised Oranje Drukkery as the sole supplier for the re-printing of Article 56 traffic fine books because the supplier is the only printing service provider locally and they have already designed all municipal books.	TR25357	28/03/2019'
Toyota Ladybrand	Repairs DMD942FS	R 27,114.63	The municipality utilised Toyota Ladybrand for the strip, supply and repair Toyota Quantum, reg DMD942FS because the supplier is the manufacturer.	FL29033	29/03/2019'
Thomsons Auto Repairs	Repairs DPX870FS	R 29,557.30	The municipality utilised Thomsons Auto for the strip, supply spares and repair complete, the front axle, wheels stabilizers bar bushes, callipers and replace front and rear shocks.	FL29034	29/03/2019'
Magnis Trucks	Repairs DJX973FS	R 2,867.15	The municipality utilised UD Trucks Magnis Trucks as the sole supplier for the supply of the defective indicator flasher unit for the Nissan UD 80 truck, reg no DJX973FS because the supplier is the manufacturer.	FL28993	12/03/2019'
Garden Court East London	Accommodation	R 77,760.00	The municipality Supply Chain Division is booking accommodation for employee and councillors nearby the meeting, course, seminar and conference is held. Therefore, it is impractical to follow normal procurement processes on such instances as this will also save costs of travelling in between the venue and the hotel.	SP27497	28/03/2019'
Man Truck	Repairs DDM442FS	R 2,946.30	The municipality utilised Man Truck for repair of brake sensor for Man Truck DDM442FS because it is the manufacturer.	15051611	22/03/2019
Thomsons Auto Repairs	Repairs DKG356FS	3876.19	The municipality utilised Thomsons Auto for the strip, supply spares cylinder head gasket, front brake pads and rear brake linings and repair the vehicle registration number DKG356FS, GWM bakkie.	15051636	22/03/2019'
Truvelo	Service two speed machine	R 9,570.00	The municipality utilised Truvelo for service of two speed machine because it is the sole supplier for servicing of speed machines	COM25359	28/03/2019'
Man Truck	Repairs DDM442FS	R 14,677.17	The municipality utilised Man Truck for the replacement of burnt Sun Visor and Radiator Grille because the supplier is the Manufacturer of the Man Truck	FIR29513	2/04/2019'
Magnis Trucks	Repairs DJX973FS	R 6,555.00	The municipality utilised UD Trucks Magnis Trucks as the sole supplier for the supply of the new swing bolts for the Nissan UD 80 truck reg number DJX973FS because the supplier is the manufacturer	FL29037	02/04/2019'
Holiday Inn Express	Accommodation	R 10,003.20	The municipality SCM division sourced two quotations from Holiday Inn and Belaire Suites for the booking. We could not obtain three quotations from other Hotels because the Hotels are fully booked. Therefore, it is impossible to follow normal procurement processes on such instances.	MM28749	04/04/2019'

Thomsons Auto Body Repairs	Repairs FKZ049FS	R 3,447.13	The municipality utilised Thomsons Auto for strip, supply spares oil filter, air filter, fuel filter, spark plugs and lubricants and service the vehicle registration number FKZ049FS, Nissan NP300 bakkie.	FL29045	05/04/2019'
Trentyre	Repairs DBC844FS	R 12,282.00	The municipality utilised Trentyre as the sole supplier for the re-treading of old tyre casings for refuse compactor truck, DBC844FS and DJX973FS because the supplier is the tyre manufacturer	FL29038	02/04/2019'
Pump Shop Africa	Repair Chlorine Dosing Pump	R 14,593.50	The municipality utilised Pumpshop Africa for strip and repair of the pump station in Hobhouse because the supplier is the Manufacturer.	WS28357	10/04/2019'
Komatsu	Repairs CYR181FS	R 24,930.17	The municipality utilised Komatsu SA for the strip and repairs of the defective front axle tilting hydraulic cylinder and replace pin and bushes of the Komatsu Grader G-655-3A because the supplier is the manufacturer.	FL29058	25/04/2019'
Hilton Hotel	Accommodation	R 13,020.00	The municipality Supply Chain Division is booking accommodation for employee and or councillors nearby the meeting, course, seminar and conference is held. Therefore, it is impractical to follow normal procurement processes on such instances as this will also save costs of travelling in between the venue and the Hotel.	MM28750	25/04/2019'
Plexus Suppliers cc	Air Conditioner maintenance	R 17,342.00	The municipality utilised Plexus Suppliers for the strip, repairs and service the offices air conditioners. Hence, it was impractical to obtain other quotations	FL29062	30/04/2019'
Q&H Water & Sewer	250mm Gearbox Butterfly	R 25,162.23	The municipality utilised Q&H Water Sewage Services(Pty) Ltd as the company arranged to supply urgently a 250mm gearbox butterfly valve 25 bar for Ladybrand Genoa-Water Treatment Works. This is urgent because no water is able to be transferred to reservoirs.	WS29639	06/05/2019'
Pumpshop Africa	Repair 30KW 380V motor	R 11,395.35	The municipality 30KW 380V motor is broken and it needs to be fixed and diagnosed for strip and repairs. The SCM Division sourced one quote for strip and repair from Pumpshop Africa as it is impossible to obtain three quotations on such instances.	HOB28363	07/05/2019'
Pumpshop Africa	Repair KSB Centrifugal pump	R 10,228.02	The municipality KSB Centrifugal pump is broken and it needs to be fixed and diagnosed for strip and repairs. The SCM Division sourced one quote for strip and repair from Pumpshop Africa as it is impossible to obtain three quotations on such instances.	HOB28364	07/05/2019'
Garden Court East London	Accommodation	R 60,480.00	The municipality Supply Chain Division sourced one quotation from Garden Court East London for the booking. We could not obtain three quotations from other Hotels because the Hotels are fully booked. Therefore, it is impossible to follow normal procurement processes on such instances.	SP29903	14/05/2019'
Toyota Ladybrand	Repairs HDD587FS	R 3,598.21	The municipality utilised Toyota Ladybrand for strip, supply spares & repair, front and rear brakes of Toyota Avanza, reg HDD587FS, because the supplier is the manufacturer.	FL29076	17/05/2019'
Toyota Ladybrand	Repairs DMD942FS	R 4,812.19	The municipality utilised Toyota Ladybrand for strip, supply spares & repair the water pump and V-belt of Toyota Quantum reg DMD942FS because the supplier is the manufacturer.	FL29075	17/05/2019'

Q&H Water & Sewer	Repair Submersible Pump	R 18,259.93	The municipality utilised Q&H Water & Sewage Services(Pty) Ltd as the company arranged to strip and quote repairs on the 7kw ABS submersible pump for Excelsior sewer pump station.	WS29628	18/05/2019'
Thomsons Auto Body Repairs	Repairs DPX870FS	R 7,084.52	The municipality utilised Thomsons Auto Body Repairs for strip,supply spares and repair complete,rear shocks,handbrake cables,and replace rear shocks.	FL29074	17/05/2019'
Thomsons Auto Body Repairs	Repairs DVN985FS	R 7,245.00	The municipality utilised Thomsons Auto Body Repairs for strip,supply spares and repair complete the Tata Truck,propeller shaft universal joints,centre bearings and balancing of the propshaft.	FL29072	17/05/2019'
Power Gear cc	Repairs DBM398FS	R 61,811.26	The municipality utilised Power Gear Bloemfontein for strip and repair of the seized gearbox of Toyota Land Cruiser-Fire Truck reg DBM398FS because they are gearbox specialists.	FL29073	17/05/2019'
Thomsons Auto Body Repairs	Repairs DKG354FS	R 3,954.85	The municipality Thomsons Auto for the strip,supply spares and repair complete,propeller shaft universal joints and centre bearings.	FL29082	21/05/2019'
Toyota Ladybrand	Repairs HDD587FS	R 3,943.17	The municipality Toyota Ladybrand for strip,supply spares & repair the front brake discs of Toyota Avanza reg HDD587FS because the supplier is the manufacturer.	FL29087	24/05/2019'
Toyota Ladybrand	Repairs HDD587FS	R 2,593.34	The municipality utilised Toyota Ladybrand for strip,supply spares & service Toyota Avanza reg HDD587FS because the supplier is the manufacturer.	FL29088	24/05/2019'
Garden Court East London	Accommodation	R 114,132.00	The municipality Supply Chain Division is booking accomodation for employee and or councillors nearby the meeting,course,seminar and conference is held.Therefore,it is impractical to follow normal procurement processes on such instances as this will also save costs of travelling in between the venue and the Hotel.	FL29088	28/05/2019'
Magnis Trucks	Repairs FHN635FS	R 36,604.12	The municipality utilised Magnis Trucks as the for the strip,supply spares and repair the Nissan UD 35 truck reg FHN635FS because the supplier is the manufacturer.	FL29090	30/05/2019'
Magnis Trucks	Repairs DBC844FS	R 2,251.70	The municipality utilised Magnis Trucks as the sole supplier for the supply of the service spare parts for the Nissan UD 80 truck reg DBC844FS because the supplier is the manufacturer and there is no other accredited supplier in our municipal jurisdiction that can supply the services	FL29091	30/05/2019'
Trentyre	Repairs DJX973FS	R 8,901.00	The municipality utilised Trentyre for the re-treading of old tyre casings for refuse compactor truck,DJX973FS because the supplie is the tyre manufacturer and there is no other accredited supply in our municipal jurisdiction to perform the prosses.	FL29102	04/06/2019'
Kevcor	Sewer Jet	R 12,728.44	The municipality utilised Kevcor as the company to supply the two types of nozzle for the high pressure jetting machine(sewer jet).This is an emergency due to spillage of sewer in town of Excelsior,Tweespruit and Ladybrand,which started on the 1st of June 2019 causing	WS29648	03/06/2019'

			a health hazard risk. Also required to unblock the clarifier at Genoa Water Treatment works, which will result in water shortage and effect water quality.		
John Williams Ladybrand	Repairs FX644FS	R 42,694.90	The municipality utilised John Williams Ladybrand for the strip and repairs of the worn front brake pads and discs, front broken shock absorbers, and service maintenance of Mercedes Benz, FX644FS because the supplier is the manufacturer and there is no other accredited supplier in the municipal jurisdiction.	FL29101	04/06/2019'
Thomsons Auto Repairs	Repairs DPX870FS	R 4,690.85	The municipality utilised Thomsons Auto for the strip, supply spares and repair complete, rear brakes drums and shoes, rear brakes slave cylinder and brake adjustments for GWM DPX870FS.	FL29114	14/06/2019'
Oranje Print & Packaging	Printing of Vehicle books	R 4,183.70	The municipality utilised Oranje Print & Packaging as the sole supplier for the re-printing of the vehicle pre-trip checklist and log books because the supplier is the only printing service provider locally and they have already designed all municipal face value books, purchase order books and logbooks.	FL29113	20/06/2019'
SA Airbrake & Truck	Repairs DVB053FS	R 10,498.73	The municipality utilised SA Airbrake for the strip, supply spares and repair of FAW Honey Sucker Truck, registration number DVB053FS, steering box and steering column.	FL29111	06/021/2018'
Mahlahlane	Hire of Tents	R 40,200.00	The Municipality utilized Mahlahlane, because it was emergency four residential house in Mauresnek (Ward) were bitten by hail -storm and the Municipality provided temporary tent for those households.	COM29516	06/028/2018''
Magnis Trucks	Repairs FHN645FS	R 39,147.79	The municipality utilised UD Trucks T/A Magnis Trucks as the supplier for the supply of rear axle hubs, diff oil seals, bearings & radiator hoses and service spare parts for the Nissan UD 35 Truck, reg number FHN645FS because the supplier is the manufacturer.	FL29115	24/06/2019'

**R2,857 753**

(The following transactions were disclosed as Section 17 (1) (C) in the first quarter, however AG Office requested those transaction to be Deviation (Section 36 of the SCM Regulations)

PAYMENT DATE	PAYMENT NUMBER	COMPANY NAME	REASON FOR DEVIATION	AMOUNT
19/07/2018		Power Gear cc	The municipality utilized only Gearbox Bloemfontein for the strip and repair the seized gearbox of Nissan DJX973FS-Compactor Truck because they are gearbox specialists recommended by manufacturer.	R 77,041.20
13/07/2018	15049938	Trentyre	The municipality vehicle Reg CNY014FS needs re-treading of old tyres casings urgently. The SCM division sourced one quote from Trentyre for re-treading of old tyres.The tyres were initially purchased from Trentyre.	R 5,032.24
13/07/2018	15049938	Trentyre	The municipality vehicle reg no FHN635FS needs re-treading of old tyres casings urgently.The SCM division sourced one quote from Trentyre for re-treading of old tyres.The tyres were initially purchased from Trentyre.	R 4,896.05
13/07/2018	15049943	Regomoditswe General Trading	The municipality utilised Regomoditswe General Trading as the sole supplier for the strip and repair of engine for GWM DPX872FS.	R 5,378.29
13/07/2018	15049938	Trentyre	Re-treading of tyres casings urgently.The SCM division sourced one quote from Trentyre for re-treading of old tyres.The tyres were initially purchased from Trentyre.	R 4,896.05
13/07/2018	15049938	Trentyre	The municipality vehicle reg no FHN645FS needs re-treading of old tyres casings urgently.The SCM division sourced one quote from Trentyre for re-treading of old tyres.The tyres were initially purchased from Trentyre.	R 3,403.59
13/07/2018	15049938	Trentyre	The municipality vehicle reg no CWS996FS needs re-treading of old tyres casings urgently.The SCM division sourced one quote from Trentyre for re-treading of old tyres.The tyres were initially purchased from Trentyre.	R 7,869.19
02/07/2018	11061140	Remasoue Funeral Home	The municipality obtained one quotation from Remasoue Funeral Home for pauper burial of Joel Lefu Masienyane.It was impossible and impractical to follow the supply chain procedure because the corp is already in a mortuary.	R 3,500.00
13/07/2018	15049934	Thomsons Auto Body Repairs	The municipality utilised Thomsons Auto Body Repairs for the strip and repair of the propeller shaft,centre bearings,universal joints and balancing the propeller shaft for TLB,DPY896FS.	R 5,267.00

13/07/2018	15049934	Thomsons Auto Body Repairs	The municipality utilised Thomsons Auto Body Repairs for the strip and repair of the propeller shaft,centre bearings,universal joints and balancing the propeller shaft for TLB,DPY896FS.	R 2,530.00
02/07/2018	11061132	SA AIRBRAKE & TRUCK	The municipality, Honeysucker broken needs to repair and replace the power Steering Pump. The SCM division sourced one quote from SA Air Brake & Truck because it is impossible to obtain three quotations.	R 5,579.50
13/07/2018	15049931	Lihlomo Guest House	The Municipality Supply Chain Division is booking accomodation for employee whereby and nearby the meeting,course,seminar and conference is held.It is impossible to follow normal procurement processes on such instance.	R 12,880.00
17/08/2018	15050181	Mangaung Water Services	The municipality 5.5kw borehole pump at Ladybrand was broken and it needs to be fixed and diagnosed for strip and repairs. The SCM division source one quote for strip and quote for Mangaung water service. It is impossible to obtain three quotations on such instances	R 25,035.00
28/08/2018	15050202	Scholtz Motors	The municipality tractor at Excelsior is broken and it needs to be fixed and diagnosed from strip and repair. The SCM unit sourced one quotation for strip and repairs from Scholtz Motors, therefore it is impossible to obtain three quotations on such instance.	R 57,521.85
08/08/2018	150150127	Barloworld Equipment	The municipality Caterpillar CAT 953D Dozer is broken, it needs to be fixed and diagnosed for strip and repairs. The SCM unit sourced one quotation for strip and repairs of caterpillar. Therefore, it is impossible to obtain three quotations and municipality procured that Dozer from Barloworld.	R 23,496.06
13/08/2018	15050132	Stijl Gariep Hotel	The Municipality Supply Chain Division is booking accommodation for Councillors whereby and nearby the meeting, course, seminar and conference is held. Therefore, it is impossible follow normal procurement processes on such instances.	R 106,400.00
03/08/2018	15050117	Zero Tolerance	The municipality utilised Zero Tolerance because it was an emergency to source and protect Municipal properties as including residence of ward Councillors in Manyatseng and Ladybrand for period not exceeding seven days in line with applicable MFMA prescripts.	R 311,650.00
06/09/2018	150150368	Regomoditswe General Trading	The municipality utilised Regomoditswe General Trading for strip and repair the engine crank sensor,ignition coil and engine oil pump and drive of shaft of GWM Bakkie reg no DPX870FS.	R 6,969.42

06/09/2018	15050379	Lihlomo Guest House	The Municipality Supply Chain Division is booking accommodation for employee whereby and nearby the meeting, course, seminar and conference is held. Therefore it is impossible follow normal procurement processes on such instances.	R 11,730.00
06/09/2018	15050389	B.R Dienste	The Municipality procured Landini Tractor from BR Dienste.The tractor is broken and it needs to be repaired and be diagnosed for strip and repairs. The SCM unit of the municipality sourced one quote for strip and repairs from BR Dienste therefore it is impossible to obtain three quotations.	R 24,206.69
06/09/2018	150150404	Imperial Group	The Municipality Isuzu tipper truck is broken and it needs to be fixed and diagnosed for strip and repairs. SCM unit source one quote from Imperial GM for strip and repairs. Therefore it is impossible to obtain three quotations.	R 17,632.06
06/09/2018	15050342	Q&H Water & Sewage Services	The municipality utilised Q&H Water Services because they were the company arranged to strip and quote repairs on the 75kw motor that burnt at the Tweespruit Borwa Sewage pump station.This is an emergency due to the overflowing of raw sewage in the environment,causing a health hazard to humans and pollution to the environment.	R 26,242.80
06/09/2018	15050342	Q&H Water & Sewage Services	The municipality utilised Q&H Water Services because they were the company arranged to strip and quote repairs on the 75kw motor that burnt at the Tweespruit Borwa Sewage pump station.This is an emergency due to the overflowing of raw sewage in the environment	R 58,459.43
11/09/2018	15050429	Magnis Trucks	The municipality vehicle,Nissan refuse compactor truck reg no DBC844FS rear brake cyclinder,rear park brake cable wegde and cage roller are defective and needs repairs urgently.The SCM sourced one quote for repairs spare parts from UD Trucks because the supplier is the recommended manufacturer.	R 8,066.26
19/09/2018	15050438	B.R Dienste	The municipality tractor is broken and it needs to be fixed and diagnosed from strip and repair.The SCM unit sourced one quotation for strip and repairs from BR Dieste,therefore it is impossible to obtain three quotations on such instance.	R 9,339.15
21/09/2018	15050449	City Lodge Hotels	The Municipality Supply Chain Division is booking accommodation for employee whereby and nearby the meeting, course, seminar and conference is held. Therefore it is impossible follow normal procurement processes on such instances.	R 3,833.75

			<b>TOTAL =</b>	<b>R828, 855.58</b>
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### 3.3 Formal written price Quotation

Municipal Supply Chain Management Policy regulation 17(1) (c) state that: if it is not possible to obtain at least three quotations the reason must be recorded by the Procurement Unit and approved by the Chief Financial Officer or an official designated by the Chief Financial officer.

The reasons for not obtaining three quotations were recorded by the Procurement Unit and approved by the Chief Financial Officer for the year end 30 June 2019.

Description	Bid No	Tender awarded to	Contract Amount
Dipelaneng : Construction of Multi-Purpose Sports Facility (Health and Safety)	MLM 01/181/9-04	Melokuhle Management	R91,678.00
		<b>TOTAL</b>	<b>R91,678.00</b>



### 3.4 Bid Committees

In terms of the Municipal Supply Chain Management Policy regulation 26(1)(a)(i)(ii)(iii).The Accounting officer is required to-

- (a) Establish a committee system for competitive bids consisting of at least (i) a bid specification committee;
- (ii) a bid evaluation committee; and
- (iii) a bid adjudication committee;

Municipal Bid Committees established in terms of the above regulation consist of the following:

**Bid Specification Committee** consists of the following officials:

- (a) Mr. Tsepo Selepe – PMU Manager
- (b) Mr. Khotso Pharoe – SCM Manager
- (c) Mr. Mmuso Motlounge – Assets and Fleet Manager
- (d) Mrs. Cecilia Tsoenyane – Disaster Coordinator
- (e) Mr. Gabriel Rabasothoana – Parks and Cemeteries Manager
- (f) Mr. Luyanada Vice – Environmental Manager
- (g) Mrs. Palesa Yangaphi – Accountant Income
- (h) Mrs. Motshewa Mofarasi – Assets Officer
- (i) Mrs. Pinkie Mahlophe - Town Planner
- (j) Mr. Sam Moeti – Water and Authority Service Manager
- (k) Mr. Pule Hlahane – Legal and Admin Manager
- (l) Mr. Mokhele Mohapi – Acting IT Manager
- (m) Mrs. Lucia Lisenyane – Demand Officer
- (n) Mrs. Mannini Sixaxa – Supply Chain Clerk
- (o) Mr. Goutlwa Makhothi – Assets Officer

**Bid Evaluation Committee** consists of the following officials:

- (a) Mr. Tsepo Selepe – PMU Manager
- (b) Mr. Khotso Pharoe – SCM Manager
- (c) Mr. Mmuso Motloun – Assets and Fleet Manager
- (d) Mrs. Cecilia Tsoenyane - Disaster Coordinator
- (e) Mr. Gabriel Rabasothoana – Parks and Cemeteries Manager
- (f) Mr. Luyanada Vice – Environmental Manager
- (g) Mrs. Palesa Yangaphi – Accountant Manager
- (h) Mrs. Motshewa Mofarasi – Assets Officer
- (i) Mrs. Pinkie Mahlophe – Town Planner
- (j) Mr. Sam Moeti – Water and Authority Service Manager
- (k) Mr. Pule Hlahane – Legal and Admin Manager
- (l) Mr. Mokhele Mohapi – Acting IT Manager

**Bid Adjudication Committee** consists of the following officials:

- (a) Mr. Sello Nyapholi – Chief Financial Officer
- (b) Mr. Africa Masuku - Director Technical Services
- (c) Advocate N. Litabe – Director Corporate Services
- (d) Ms. Tshidi Lesoetsa – Director Community Services

### 3.5 Irregular expenditure

The municipality incurred irregular expenditure for the Year ended 30/06/2019. The report is attached

PAYMENT NO	PAYMENT DATE	VENDOR	DESCRIPTION	AMOUNT	REASON
15049954	13/07/2018	Maccauvlei Learning Academy	NQF5 Higher Certificate	R 42,195.96	One quotation obtained and it was not advertised on the municipal website and newspaper.
15049999	25/07/2018	Botjhabatsatsi Training and Consulting	Driving Learnership	R 128,100.00	One quotation obtained and it was not advertised on the municipal website and newspaper.
15050193	24/08/2018	Mthembu and Mahamed Attorneys	Legal Costs	R 100,000.00	One quotation obtained and it was not advertised on the municipal website and newspaper.

15050253	04/09/2018'	Bene-Tech	Hiring of Honey Sucker	R 76,532.50	One quotation obtained and it was not advertised on the municipal website and newspaper.
15050406	07/09/2018'	Kgolo Institute	MFMP Course	R 114,000.00	One quotation obtained and it was not advertised on the municipal website and newspaper.
15051129	13/12/2018	Sizabantu Piping Systems	Bulk Meter Connection material	R 30,172.38	It was not advertised and SCM obtain two quotation as these was an emergency.
15051586	15/03/2019	Botjhabatsatsi Training & Consulting	Training	R 192,150.00	One quotation obtained and it was not advertised on the municipal website and newspaper.
15051607	20/03/2019	N.J.H General Dealers	Transport	R 28,800.00	The order was splitted into two submissions by Mayors Office:Majoro Mpuru.
15051608	20/03/2019	Maqelepo Projects & Logistics	Transport	R 28,400.00	The order was splitted into two submissions by Mayors Office:Majoro Mpuru.
15051654	27/03/2019	Kgolo Institute	MFMP Training	R 273,600.00	One quotation obtained and it was not advertised on the municipal website and newspaper.
				<b>R 1,013,950.84</b>	

### 3.6 Quotations advertised for 7 days

Quotations were advertised for seven days on the website and on local notice boards.

<b>Bid Number</b>	<b>Description</b>	<b>Name of Service Provider</b>	<b>Amount</b>	<b>Appointment Date</b>	<b>Duration</b>
SCM 09/18/19	Renewal of Anti-Virus Kaspersky Total Security or Equivalent for Mantsopa Local Municipality	Netsec	R 47,610.00	20/09/2018	Once-Off
SCM 07/18/19	Supply and Delivery of Cleaning Material for Mantsopa Local Municipality	Sedireng Bomme Construction	R 40,671.28	22/10/2018	Once-Off
SCM 08/18/19	Supply and Delivery of Eight (08) Black Tops for Mantsopa Local Municipality	Donavan Group	R103,999.92	20/09/2018	Once-Off
SCM 13/18/19	Rental Lease of One Honey Sucker Truck As when and required basis for one month	Mane Trade	R 101,978.32	17/10/2018	Once-Off

SCM 14/18/19	Supply, Delivery and Branding of EPWP PPE for Mantsopa Local Municipality	Khumoetsile Projects(Pty) Ltd	R 66,000.00	07/12/2018	Once-Off
SCM 18/18/19	Appointment of Catering Service Providers for IDP representation forum 2019/2020 for 150 people on the 15 February 2019	Pabala Trading	R 12,750.00	11/02/2019	Once-Off
SCM 19/18/19	Supply and Delivery of Five(05) Laptops for Mantsopa Local Municipality	Incredible Connection	R 124,985.00	15/03/2019	Once-Off
SCM 20/18/19	Re-Advert Supply and Delivery of office stationery for Mantsopa Local Municipality	Maqelepo Projects and Logistics	R 105,711.65	25/03/2019	Once-Off
SCM 22/18/19	Supply, Delivery and Off-Loading of 1000 blankets for Mayoral's Office	SKL Resources	R 195,000.00	02/04/2019	Once-Off
SCM 27/18/19	Supply and Delivery of Plotter T730 A0 printer for Mantsopa Local Municipality	Donavan Group	R 59,999.99	15/05/2019	Once-Off
SCM 27/18/19	Design, Layout and Printing of 100 copies of annual report for 2017/18 financial year	Reliba Trading Pty Ltd	R 136,850.00	05/06/2019'	Once-Off
SCM 15/18/19	Appointment of Accredited service providers for Microsoft office Excel training	Learnfast Training Solutions	R 31,020.01	28/06/2019'	Five Days
	<b>TOTAL</b> <u><b>R922,576.25</b></u>				

## FINANCIAL MANAGEMENT CAPABILITY MATURITY MODEL

Financial management capability maturity model tool was developed by national treasury for assessment of all municipalities and their entities countrywide. The intension of the FMCMM is to assist the municipalities to improve on its work ethics.

In the first quarter the municipality maturity score was 2.62 which indicated that our municipality was standing in the development level. After working on the weaknesses identified in first quarter report the score improved to 2.73 and for quarter 4, we just went up to 2,85. The summary of assessment shows the following scores more in details in *figure 1 to 3*.



### MUNICIPAL FINANCIAL MANAGEMENT CAPABILITY MATURITY MODEL SUMMARY OF ASSESSMENT

*figure 1*

MODULES	MATURITY MODEL			
	SCORE QUARTER 1	SCORE QUARTER 2	SCORE QUARTER 3	SCORE QUARTER 4
<u>INSTITUTIONAL</u>				
1. BUDGET AND TREASURY OFFICE	2,25	2,27	2,30	2,46
2. CAPACITY BUILDING	2,52	2,64	2,70	2,86
3. HUMAN RESOURCE	2,68	2,80	2,83	2,90
<u>TECHNICAL</u>				
4. ANNUAL FINANCIAL STATEMENTS	2,89	2,89	2,89	2,92
5. ANNUAL REPORT	1,96	1,96	2,94	2,94
6. ASSET MANAGEMENT	2,58	2,58	2,59	2,76
7. BANK, CASH AND INVESTMENTS	2,73	2,95	2,95	2,95
8. BORROWING	2,34	3,00	3,00	3,00



MUNICIPAL  
FINANCIAL MANAGEMENT  
CAPABILITY MATURITY MODEL  
SUMMARY OF ASSESSMENT

figure 2

MODULES	MATURITY LEVEL			
	SCORE QUARTER 1	SCORE QUARTER 2	SCORE QUARTER 3	SCORE QUARTER 4
9. BUDGET MANAGEMENT	2,76	2,76	2,77	2,79
10. COMPENSATION OF EMPLOYEES	2,69	2,80	2,80	2,98
11. ENTITIES	N/A	N/A	N/A	N/A
12. EXPENDITURE MANAGEMENT	2,69	2,74	2,74	2,76
13. GRANTS AND TRANSFERS	2,93	3,00	3,00	3,00
14. INFORMATION TECHNOLOGY	2,45	2,62	2,62	2,74
15. INTERNAL AUDIT	2,97	3,00	3,00	3,00
16. LIABILITY MANAGEMENT	2,53	2,77	2,77	2,77
17. PUBLIC PRIVATE PARTNERSHIPS	N/A	N/A	N/A	N/A



MUNICIPAL  
FINANCIAL MANAGEMENT  
CAPABILITY MATURITY MODEL  
SUMMARY OF ASSESSMENT

*figure 3*

MODULES	MATURITY LEVEL			
	SCORE QUARTER 1	SCORE QUARTER 2	SCORE QUARTER 3	SCORE QUARTER 4
18. REPORTING	2,73	2,70	2,70	2,76
19. REVENUE MANAGEMENT	2,60	2,65	2,65	2,85
20. RISK MANAGEMENT	2,73	2,82	2,85	2,85
21. SUPPLY CHAIN MANAGEMENT	2,81	2,91	2,91	2,91
TOTAL SCORE	2,62	2,73	2,79	2,85

### By-Laws

No By-laws were adopted or promulgated by the Municipal Council during the year under review.

### INFORMATION PLACED ON THE WEBSITE AND OR PUBLISHED

The following information were placed on the municipal website as required in terms of the Local Government: Section 75 of the Municipal Finance Management Act, 56 of 2003 and Section 21A of the Municipal Systems Act.

Documents to be published on the municipality's website	Published / Not
Current annual and adjustments budgets and all budget-related documents	Published
All current budget-related policies	Published
The previous annual report (2017/18)	Published
All current performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act and resulting scorecards	Published
All service delivery agreements	Published
All long-term borrowing contracts	Published
All supply chain management bids above a prescribed value (R 100 000)	Published
Public-private partnership agreements referred to in section 120.	Not applicable
All quarterly reports tabled in the council in terms of section 52 (d) during 2017/18	Published



### **Public satisfaction of Municipal Services**

#### **1<sup>st</sup> Quarter July – September 2018**

<b>Type of Service</b>	<b>Number of reported Incident</b>	<b>Number Attended</b>	<b>Incidents Incomplete</b>	<b>% Incidents Complete</b>
Water	196	191	5	97%
Sanitation	803	795	8	98%
Electricity	274	274	0	100%
Refuse	29	29	0	100%
Roads and Stormwater	39	39	0	100%

#### **2<sup>nd</sup> Quarter October - December 2018**

<b>Type of Service</b>	<b>Number of reported Incident</b>	<b>Number Attended</b>	<b>Incidents Incomplete</b>	<b>% Incidents Complete</b>
Water	243	241	2	99%
Sanitation	567	560	7	99%
Electricity	61	61	0	100%
Refuse	26	26	0	100%
Roads and Stormwater	6	6	0	100%

#### **3<sup>rd</sup> Quarter January- March 2019**

<b>Type of Service</b>	<b>Number of reported Incident</b>	<b>Number Attended</b>	<b>Incidents Incomplete</b>	<b>% Incidents Complete</b>
Water	283	283	0	100%
Sanitation	467	462	5	98%
Electricity	110	108	2	98%
Refuse	42	42	0	100%
Roads and Stormwater	18	17	1	94%

**4<sup>th</sup> Quarter April – June 2019**

Type of Service	Number of reported Incident	Number Attended	Incidents Incomplete	% Incidents Complete
Water	376	371	5	97%
Sanitation	601	594	7	99%
Electricity	88	82	6	93%
Refuse	26	20	6	77%
Roads and Stormwater	21	16	5	76%

**Summary for 2018/2019**

Type of Service	Number of reported Incident	Number Attended	Incidents Incomplete	% Incidents Complete
Water	1098	1086	12	99%
Sanitation	2438	2411	27	99%
Electricity	533	497	36	93%
Refuse	123	117	6	95%
Roads and Stormwater	84	78	6	86%

## CHAPTER 3 SERVICE DELIVERY PERFORMANCE

### PART 1 ORGANISATIONAL PERFORMANCE LEGISLATIVE AND REGULATORY ENVIRONMENT

#### GENERAL KEY PERFORMANCE INDICATORS AS PRESCRIBED IN TERMS OF THE LOCAL GOVERNMENT: MUNICIPAL PLANNING AND PERFORMANCE MANAGEMENT REGULATIONS, 2001

In formulating the key performance indicators in the IDP, Budget & SDBIP for the period ending 30 June 2019, the municipality was guided by the General Key Performance Indicators as prescribed in terms of the above-mentioned regulations. These General Key Performance Indicators are incorporated in the performance information to provide proper context and implementation as follows:

KPA: Good Governance & Public Participation  
KPA: Local Economic Development  
KPA: Financial Viability and Management  
KPA: Transformation and Institutional Development  
KPA: Basic Services- Community Development and Social Cohesion

All General Key Performance Indicators, as prescribed in terms of Section 43 of the Act, are listed below for ease of reference:

- (a) The percentage of households with access to basic level of water, sanitation, electricity and solid waste removal;
- (b) the percentage of households earning less than R3500 per month with access to free basic services;
- (c) the percentage of a municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's integrated development plan;
- (d) the number of jobs created through municipality's local economic development initiatives including capital reports;
- (e) the number of people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan;
- (f) the percentage of a municipality's budget actually spend on implementing its workplace skills plan; and
- (g) financial viability as expected by the following ratios:

$$(i) A = \frac{B - C}{D}$$

Where –

“A” represents debt coverage

“B” represents total revenue received

"C" represents operating grants

"D" represents debts service payments (i.e. interest + redemption)

$$(ii) A = \frac{B}{C}$$

Where –

"A" represents outstanding services debtors to revenue

"B" represents total outstanding service debtors

"C" represents annual revenue actually received for services;

$$(iii) A = \frac{B+C}{D}$$

"A" represents cost average

"B" represents all available cash at a particular time

"C" represents investments

"D" represents monthly fixed operating expenditure

### 3.1 MUNICIPAL PERFORMANCE PLANS (ADJUSTED 2018/2019 SDBIP)

#### Lower Layer Service Delivery and Budget Implementation Plan 2018/2019

Department: Community Services: KPA: Community Development & Social Cohesion

SECURITY SERVICES															
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for poor/under performance	Remedial steps taken or to be taken
Activity 1.2	Providing Effective Community Services and Promotion of Local Economy	Number of municipal properties secured through physical security	Incidents/security pocket book per property secured	Target:	Number	5	5	5	5	5	5	5	0	N/A	N/A
				Budget	Rand										
		Number of security management plan approved by council	Council resolution & Security plan	Target	Number	0	1				1	0	-1	The division has no Manager	The Divisional Manager to be appointe

														/Supervisor	d in 2019/20
				Budget											
FIRE & DISASTER MANAGEMENT															
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for poor/under performance	Remedial steps taken or to be taken
Activity 1.1	Providing Effective Community Services and Promotion of Local Economy	Number of fire safety inspections done	Fire safety inspections register	Target:	Number	240	240	60	60	60	60	161	-79	Fire team is used to deliver water to high lying areas	Appointment of additional staff in the 2019/20
				Budget	Rand										
Activity 1.3		Number of Public Awareness campaigns on public safety conducted	Invitations, agenda & report	Target:	Number	60	60	20	20	10	10	60	N/A	N/A	N/A
				Budget	Rand										
Activity 1.4		Number of Disaster Management Plans reviewed and approved	Council resolution & approved Disaster Management Plan	Target:	Number	1	1				1	1	0	N/A	N/A
				Budget	Rand										

Human Settlement Division															
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for poor/under performance	Remedial steps taken /to be taken
Activity1.1	Provide sustainable human settlement & urban planning	Number of sites allocated	Housing file	Target:	Number	655	655	0	0	0	200	0	-655	Lack of funding for reticulation infrastructure	Allocate budget in 2020/2021
				Budget	Rand										
Activity1.3		Number of title deeds issued	Housing file	Target:	Number	300	200	50	50	50	50	474	+174	N/A	N/A
				Budget	Rand										

Activity1. 6		Number of Sector Plans reviewed / adopted	Sector plans	Target:	Number	1	1	1	0	0	0	1	0	N/A	N/A
				Budget											

Traffic Management															
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for poor/under performance	Remedial steps taken/to be taken
	Compliance with the NRTA	Number of traffic signs replaced	Job card	Target:	Number	0	10	3	2	2	3	4	-6	Insufficient budget	Allocate budget in 2019/2020
				Budget	Rand										
		Number of traffic fines issued	Section 56 register	Target	Number	0	1,080	270	270	270	270	1,022	-58	Traffic fines book procured late	N/A
				Budget											
		3km roads marked	Road marking schedule, report & photos	Target:	Kilo metres	3	3	1	1	500m	500m	8	+5	N/A	N/A
				Budget	Rand										
		Number of check points and road blocks conducted	Check report & register	Target:	Number	120	120	30	60	15	15	381	+261	N/A	N/A
				Budget											

Development Planning and Management Division															
Planni ng level	Predetermined Objectives	Key Performance Indicator	Evidence	Type	Unit of Measure	Baseline	Annual Target	Quarte r 1	Quarter 2	Quarter 3	Quarter 4	Progre ss on review	Varian ce	Reasons for poor or under performa nce	Remedial steps taken
Activity 1.5	Process land development applications and enforce Compliance with the Provisions of the SPLUMA 16 of 2013	Illegal Land Use/ Boundary Disputes/ Contravention Notices issued and attended to.	Notices file	Target:	Number	80	80	20	20	20	20	82	+2	N/A	N/A
				Budget	Rand										
Activity 1.6	To Ensure that all the building plans received within the municipal jurisdiction concur with the approved design in terms of the NBRBS Act 103 of 1977.	1. SDF Reviewed Document	Sector plans	Target:	Number	1	1				1	1	0	N/A	N/A
				Budget											
			2.Land Use Scheme in compilation	Land Use Scheme	Target	Number	1	1				1	1	0	N/A
PARKS, PROPERTIES AND CEMETERIES															
Plannin g level	Predetermine d Objectives	Key Performanc e Indicator	Evidence	type	Unit of Measur e	Baseline	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Varianc e	Reasons for poor or under performanc e	Remedi al steps taken
1.2	To ensure that all properties of council such as municipal offices, flats and stores are properly maintained	Number of municipal offices community halls maintained per month	Job cards for 10 municipal offices and 9 community halls	Target	Number	8 offices 9 halls	8 offices 9 halls	8 offices 9 halls	8 offices 9 halls	8 offices 9 halls	8 offices 9 halls	8 offices 9 halls maintained	0	N/A	N/A
				Budget											
1.2		Number of sport grounds	Job cards for 6 sport	Target	Number	6 sport grounds	6 sport grounds	6 sport grounds	6 sport grounds	6 sport grounds	6 sport grounds	6 sport grounds and 6	0	N/A	N/A

		and parks cleaned per month	grounds and 6 parks			and 6 parks	and 6 parks	and 6 parks	and 6 parks	and 6 parks	and 6 parks	parks maintaine d			
				Budge t											
1.3		Number of cemeteries maintained per month	Job cards for 10 cemeterie s	Target	Number	10 cemeterie s	10 cemeterie s	10 cemeterie s	10 cemeterie s	10 cemeterie s	10 cemeterie s	4	-6	Insufficient budget	Allocate budget in 2019/20
				Budge t											



## 2. DEPARTMENT OF TECHNICAL SERVICES

### KPA: Basic Service & Infrastructure Development

Water and Sanitation Division															
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for poor or underperformance	Remedial steps or to be taken
Activity1.1	Water & Waste water service provided to all households in accordance with Blue Drop & Green Drop standards	Number of water quality tests conducted	Water quality test results from the Lab	Target:	Number	12	12	3	3	3	3	10	-2	Results withheld by the Supplier due to non-payment	Payment of Service providers for Basic Services within 30 days
				Budget	Rand					/					
Activity1.1		Number of waste water quality tests conducted	Waste water test results from the Lab	Target:	Number	12	12	3	3	3	3	10	-2	Results withheld by the Supplier due to non-payment	Payment of Service providers for Basic Services within 30 days
				Budget	Rand										
				Budget	Rand										
Refuse Removal, Environment & Waste Management															
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for poor or underperformance	Remedial steps or to be taken
Activity1.1	To provide waste collection service to all households	Annual review of Integrated Waste Management Plan	Council resolution on Integrated Waste Management Plan	Target:	Number	1	1	0	0	0	1	1	0	N/A	N/A
				Budget	Rand										
Activity1.2		Number of Public Awareness campaigns on waste management	Invitations, minutes & attendance register	Target:	Number	0	10	0	0	7	3	14	+4	N/A	N/A
				Budget	Rand										

Activity1.3		Weekly collection of refuse in all towns and townships	Monthly collection Schedule & Job Cards	Target:	Number	11	11	11	11	11	11	11	0	N/A	N/A
				Budget	Rand										
Activity1.4	Ensure Implementation and Compliance with NEM: Waste Act 59 of 2008	Number of Attended Quarterly Provincial Waste Management Officers Forum	Attendance registers or Reflective Meeting Minutes	Target:	Number	4	4	1	1	1	1	4	0	N/A	N/A
				Budget	Rand										
Activity1.5	Successful Implementation of Sustainable Environmental Management Programmes	Number of CWP Local Reference Committee	Minutes, Attendance Registers, Invitation of the quarterly meetings	Target:	Number	4	4	1	1	1	1	4	0	N/A	N/A
				Budget	Rand										
<b>Project management Unit</b>															
<b>Planning level</b>	<b>Predetermined Objectives</b>	<b>Key Performance Indicator</b>	<b>Evidence</b>	<b>type</b>	<b>Unit of Measure</b>	<b>Baseline</b>	<b>Annual Target</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Progress on review</b>	<b>Variance</b>	<b>Reasons for poor or underperformance</b>	<b>Remedial steps taken or to be taken</b>
Activity1.1	To ensure that all Municipal Capital projects are managed within contractual prescripts	Percentage of progress made on the Construction of the Phase 3 Arthur Pitso Stadium	Site reports & Completion Certificate	Target:	Percentage	70%	100%	80%	100%			100%	0%	N/A	N/A
				Budget	Rand										
Activity1.2		Percentage of progress made on the upgrading of the Bulk pipeline Water supply in Excelsior	Site reports & Completion Certificate	Target:	Percentage	50%	100%	92%	100%			100%	0%	N/A	N/A
				Budget	Rand										
Activity1.3		Percentage of progress made on upgrading of two boreholes	Site reports & Completion Certificate	Target:	Percentage	0%	100%	45%	72%	100%		92%	-8%	Insufficient budget (cashflow)	Project scope to be reviewed
				Budget	Rand										

		and a pipeline in Tweespruit													
Activity1.4		Percentage of progress made on construction of Toilet to structures at Manyatseng Ext 9	Site reports & Completion Certificate	Target:	Percentage	7%	100%	81%	100%			100%	0%	N/A	N/A
				Budget	Rand										
Activity1.5		Percentage progress made on installation of High mast lights in various towns	Site reports & Completion Certificate	Target:	Percentage	0%	100%	0%	87%	100%		100%	0%	N/A	N/A
Activity1.6		Percentage progress made on construction of 1,7km paved roads and storm-water in Los My Cherrie & Vukuzenzele	Site reports & Completion Certificate	Target:	Percentage	0%	100%	0%	0%	10%	30%	65%	-35%	Weather and unforeseen structural challenges	Project to be completed in 2019/2020
				Budget	Rand										
Activity1.7		Percentage progress made on Erection of 730metres of concrete palisade fencing at Excelsior graveyard	Site reports & Completion Certificate	Target:	Percentage	0%	100%	10%	90%	100%		90%	-10%	Contractor abandoned site	Project to be completed internally
				Budget	Rand										
Activity1.8		Number of MIG Monthly Reports generated	Monthly reports	Target:	Number	12	12	3	3	3	3	12	0	N/A	N/A
				Budget	Rand										
Activity1.9		Number of MIG Quarterly Reports generated	Quarterly Non-financial MIG Progress Reports	Target:	Number	4	4	1	1	1	1	4	0	N/A	N/A
				Budget	Rand										
Activity1.10		Number of RBIG monthly reports generated	Monthly RBIG Progress Reports	Target:	Number	12	12	3	3	3	3	4	0	N/A	N/A
				Budget	Rand										
Activity1.11		Number of monthly WISG	Monthly WISG Reports	Target:	Number	12	12	3	3	3	3	12	0	N/A	N/A
				Budget	Rand										

		reports generated													
Activity1.12		Number of MIG Annual reports generated	One MIG Annual Reports	Target:	Number	1	1				1	1	0	N/A	N/A
				Budget	Rand										
Activity1.13		Number of EPWP beneficiaries achieved	System Report	Target:	Number	228	252	151	163	200	252	315	+63	N/A	N/A
				Budget	Rand										
<b>Roads and Stormwater</b>															
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for poor or under performance	Remedial steps taken or to be taken
Activity2.1	To improve the standard of roads and storm water drainages in the Municipality	Kilometres of roads gravelled	Job Cards	Target:	Kilometres	199 km	6	0	0	3	3	7,6km	+1.6km	N/A	N/A
				Budget	Rand										
Activity2.2		Kilometres of roads reshaped	Job Cards	Target:	Kilometres	199 km	9	0	0	4	5	33,7km	+24.7km	Overperformance as a result of demands from other towns	All towns to be included in the Annual Schedule
				Budget	Rand										
Activity2.3		Number of pedestrian bridges built	Job Cards	Target:	Number	1	1	0	0	0	1	0	-1	Material procured late	Panel of service providers appointed
				Budget	Rand										
Activity2.4		Kilometres of tar roads rehabilitated	Job Cards	Target:	Kilometres	55.8	2.35	0.27	0	1	1.08	1.08	-1.27	Late appointment of service provider	Service providers appointed
				Budget	Rand										
Activity2.5		Storm-water channel constructed	Job Cards	Target:	Metres	0	1.85	0.09	0.95	0.24	0.57	2.58	+0.73	N/A	N/A
				Budget	Rand										

DEPARTMENT OF CORPORATE SERVICES  
KPA: MUNICIPAL TRANSFORMATION AND DEVELOPMENT

HUMAN RESOURCES DIVISION															
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for poor/under-performance	Remedial steps taken or to be taken
Activity1.1	Development of the corporate Services Excellence	Number of co-ordinated positions filled	Reports on Appointments made	Target:	Number	40	40	20	10	10	10	9	-31	Cashflow challenges	Appointments to be concluded in 2019/20
				Budget											
Activity1.3		Number of policies reviewed	Reviewed Policies with Council Resolution	Target:	Number	11	4	1	1	1	1	1	-3	Poor planning	Policies to be concluded in 2019/20
				Budget											
Activity1.1		Number of awareness made on Health and Safety at workplace	Reports on awareness campaigns held	Target:	Number	0	5	2	1	1	1	1	-3	Poor planning	Health & Safety to be a standing item at Management meetings
				Budget											
Activity1.2		Convene meetings of the OHS	Minutes, Attendance Register & programme	Target:	Number	4	4	1	1	1	1	1	-3	OHS Reps appointed late	Departmental Heads to ensure that OHS Reps are appointed on time
				Budget											
Activity1.1		Number of awareness workshop held	Minutes and attendance register	Target	Number	0	1	1	0	0	0	0	-1	Poor planning	Internal workshops on HR to be conducted in 2019/20
				Budget											
Activity1.2		Number of reports of Records Disposed	Records register	Target	Number	1	1	0	1	0	0	0	-1	Authority to dispose	Request sent to the

Activity1.3														not yet granted	Department
				Budget											
		Number of Reports of Records Transferred	Records register	Target	Number	1	1	0	0	0	1	0	-1	Authority to dispose not yet granted	Request sent to the Department
				Budget											
Output 2		Percentage of resolutions implemented	Council resolutions progress report	Target	Percentage	93.34%	100%	100%	100%	100%	100%	81%	-19%	Poor planning	Progress report is tabled in all ordinary Council meetings
				Budget											
Activity2.1		Number of Year plans compiled and circulated	Year Plan	Target	Number	1	1	0	0	1	0	1	0	N/A	N/A
				Budget											
Activity2.2		Number of Council meetings co-ordinated	Minutes & Attendance register	Target	Number	4	4	1	1	1	1	15	+11	N/A	N/A
				Budget											
Activities 2.3		Number of EXCO Meetings co-ordinated	Minutes & Attendance register	Target	Number	12	12	3	3	3	3	6	-6	Non adherence to meeting schedule	Adherence to the schedule
				Budget											
Activities 2.4	Development of the corporate Services Excellence	Number of Annual Analysis Reports on Attendance of Meeting by Councillors	Analysis report	Target	Number	1	1	0	0	0	1	1	0	N/A	N/A
				Budget											
Activities 2.5		Number of quarterly Reports on Absenteeism compiled and submitted to the Speaker	Councillor absenteeism report	Target	Number	4	4	1	1	1	1	1	0	N/A	N/A
				Budget											
Activities 3.2	Development of the corporate Services Excellence	Number of deduction lists submitted to salary	Deduction lists and e-mails submitted to salaries	Target	Number	12	12	3	3	3	3	12	0	N/A	N/A
				Budget											
Output 5				Target	Number	100%	100%	100%	100%	100%	100%	0%	-100%		

		Number of Bylaws/ Policies Development and Reviewed	By laws and council resolutions	Budget										Poor planning	By laws register to be developed
Activities 5.1		Number of Bylaws submitted to Council for final adoption	Council Resolution and Bylaw Document	Target	Number	10	10	5	5	0	0	0	-5	Poor planning	By laws register to be developed
				Budget											
<b>LEGAL AND ADMIN DIVISION</b>															
Planning level	Predetermin ed Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Varian ce	Reasons for poor/unde r- performan ce	Remedial steps taken or to be taken
Activity1. 1	Development of the Corporate Services Excellence	Compile and review Contingent Liability Register	Contingent Liability register	Target	Number	12	12	3	3	3	3	12	0	N/A	N/A
				Budget											
Activity1. 3		Number of legal advice and opinions provided timeously within Mantsopa	Request Received and Opinions Given	Target	Percenta ge	5	10	2	2	2	4	0	-10	No opinions were sought	N/A
Activity2. 1		Number of monthly contracts registers compiled and updated	Contract registers	Target	Number	19	2	0	0	0	2	2	0	N/A	N/A
				Budget											
Activity 3.2	Development of the corporate Services Excellence	Number of updates to Policy Matrix	Policy Matrix	Target	Number	1	1	0	0	1	0	1	0	N/A	N/A
				Budget											
Activity 4.1		Number of Monthly risk Reports updated	Monthly Risk Register	Target	Number	4	4	1	1	1	1	4	0	N/A	N/A
				Budget											
		Percentage of disciplinary and labour matters procced and finalised	Disciplinary case register including status	Target	Percenta ge	80%	100%	100%	100%	100%	100%	100%	0	N/A	N/A
				Budget											
<b>SKILLS DEVELOPMENT DIVISION</b>															

Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for poor/under-performance	Remedial steps taken or to be taken
Activity1.1	Development of the corporate Services Excellence	Percentage to which the Employees are trained	Work-place skills Plan (WSP)	Target:	Percentage	1	1	0	0	0	1	1	0	N/A	N/A
				Budget											
Activity1.2		Percentage to which the Employees are trained	Annual Training report (ATR)	Target:	Percentage	1	1	0	0	0	1	1	0	N/A	N/A
				Budget											
Activity1.3		Percentage to which the Employees are trained	Skills Audit	Target:	Percentage	1	1	0	0	0	1	1	0	N/A	N/A
				Budget											
Activity1.5		Skills Audit conducted	Number of EEA 1 Forms completed	Target:	Number	1	1	0	1	0	0	1	0	N/A	N/A
				Budget											



DEPARTMENT OF CHIEF FINANCIAL OFFICER

KPA: FINANCIAL VIABILITY & MANAGEMENT

Revenue Management Division															
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for poor or under performance	Remedial steps taken or to be taken
Activity1. 1	Sound Financial Management and Reporting	Number of signed off balanced control accounts reports	Monthly levy control reports	Target:	Number	12	12	3	3	3	3	9	-3	No POE	POEs to be signed off by the CFO
				Budget											
Activity1. 2		Number of reports send to electricity and water division on faulty meters	Faulty meters reports	Target:	Number	12	12	3	3	3	3	12	0	N/A	N/A
				Budget											
Activity1. 3		Number of monthly billing authorisation conducted	Monthly Billing Authorisation report	Target:	Number	12	12	3	3	3	3	12	0	N/A	N/A
				Budget											
Activity1. 4		Number of revenue enhancement strategies approved	Approved revised revenue enhancement strategy	Target:	Number	1	1	1	0	0	0	0	-1	Poor planning	Strategy to be approved in 2019/20
				Budget											
Activity1. 5		Review of indigent registration policy	Indigents register & policy	Target:	Number	1	1			1		1	0	N/A	N/A
				Budget											
		Number of updates of the supplementary valuation roll	Updated Valuation roll	Target:	Number	1	1				1	1	0	N/A	N/A
				Budget											
		Percentage of External audit responded to and addressed within 5 days	Responses	Target:		100%	100%	100%	100%	100%	100%	100%	0	N/A	N/A
				Budget											

		Number of progress reports on implementation of audit Action Plan 2017/2018	Approved Audit Action Plan	Target:	Number	4	4	1	1	1	1	1	0	N/A	N/A
				Budget											
		Number of reports on the enhanced intervention on identified risks to mitigate risk	Updated Risk Register	Target:	Number	4	4	1	1	1	1	1	0	N/A	N/A
				Budget											

Fleet management															
Planning level	Predetermine d Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for poor or under performance	Remedial steps taken or to be taken
Activity1. 1	Providing Effective Community Services and Promotion of Local Economy	Number of obsolete and redundant fleet auctioned	Auction report	Target:	Number	13	13	13	0	0	23	0	23	Service provider appointed late	Appointed a Service provider
				Budget											
Activity1. 3		Number of vehicles licenced and registered	Schedule of licencing and registered vehicles	Target:	Number	23	23	23	23	23	23	3	21	Notice is as per the expired discs	Plan to be developed in 2019/20
				Budget											
Activity1. 4		Number of fuel schedules in all units	Weekly fuel schedules	Target:	Number	23	23	23	23	23	23	12	-11	Reconciliations done monthly	Reconciliations will be done monthly
				Budget											
Asset Management Division															
Planning level	Predetermine d Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for poor or under performance	Remedial steps taken or to be taken
Activity1. 1	Sound Financial Management	Number of existing policy updated with new developments	Approved updated Asset related	Target:	Number	1	1	0	0	1	1	1	0	N/A	N/A

	and Reporting	in GRAP standards and other applicable laws and regulations	Policies and procedures	Budget											
Activity1.2		Number of monthly updates of asset accounting requirement	Additions report	Target:	Number	12	12	3	3	3	3	3	-9	Additions report done quarterly	Additions report to be done quarterly
				Budget											
Activity1.3		Number of verification reports	Asset Verification report	Target:	Number	4	4	1	1	1	1	4	0	N/A	N/A
				Budget											
3Activity1.4		Number of reconciliations between the General Ledger and the Fixed Assets Register	Reconciliation report	Target:	Number	12	12	3	3	3	3	0	-4	Poor planning	Asset Management Division beefed up with an additional Accountant
				Budget											
Activity1.5		Number of reports on the percentage of actual spent on asset over approved budget	S52d report	Target:	Number	4	4	1	1	1	1	4	0	N/A	N/A
				Budget											
Activity2.1		Percentage of internal and External Audit queries responded to and addressed within 5 days	Report of the Internal Audit	Target:	Percentage	100%	100%	100%	100%	100%	100%	100%	0%	N/A	N/A
				Budget											
Activity2.2		Number of reports on the implementation of the Audit Action Plan 2017/ 2018	Approved Audit Action Plan	Target:	Number	4	4	1	1	1	1	4	0	N/A	N/A
				Budget											

Supply Chain Management Division															
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for poor or under performance	Remedial steps taken or to be taken
	Sound Financial Management and Reporting	Number of Supply Chain Management Policies revised and approved	Approved Revised Supply Chain Management policy	Target	Number	1	1	1				1	0	N/A	N/A
				Budget											
		Number of reports on irregular, unauthorised and fruitless expenditure submitted to Council	SCM reports & Council resolutions	Target	Number	4	4	1	1	1	1	3	-1	No report was prepared	MPAC to take charge of S32 investigations
				Budget											
Activity5.2		Number of signed off annual procurement plans submitted	Signed off annual procurement plans	Target	Number	1	1	1	0	0	0	1	0	N/A	N/A
				Budget											
		Number of workshop held with internal and external stakeholders on Supply Chain Management Policy and processes	Notices, minutes and attendance registers	Target	Number	4	4	1	1	1	1	1	-3	No budget was made for workshops	N/A
				Budget											
Activity 6.2	Percentage on internal and external audit queries responded to and addressed within 5 days	Responses	Target:	Percentage	100%	100%	100%	100%	100%	100%	100%	0%	N/A	N/A	
			Budget												
Activity 7.1	Number of updates on the risk register	Approved updated risk register	Target:	Number	4	4	1	1	1	1	4	0	N/A	N/A	
			Budget												
Budget And Reporting Division															
Activity 1.2	Sound Financial Management and Reporting	Number of budget related policies approved	Approved policies	Target:	Number	5	5	0	0	0	5	5	0	N/A	N/A
				Budget	Rand										
					Target:		12	12	3	3	3	3			

Activity 1.3		Number of section 71 Reports submitted to the Mayor	Section 71 reports	Budget											
Activity 1.4		Number of section 52 (d) reports	Section 52 (d) Reports	Target:	Number	4	4	1	1	1	1	4	0	N/A	N/A
				Budget	Rand										
Activity 1.5		Number of Mid-year Budget Performance report	Mid-year Budget Performance Assessment Report	Target:	Number	1	1	0	0	1	0	1	0	N/A	N/A
				Budget	Rand										
Activity 1.6		Number of GRAP complaint Annual Financial Statements submitted to the office of the Auditor General	Signed off Annual Financial Statements submitted	Target:	Number	1	1	1	0	0	0	1	0	N/A	N/A
				Budget	Rand										

Expenditure Management Division															
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for poor or under performance	Remedial steps taken or to be taken
Activity1.1	Sound Financial Management and Reporting	Percentage of payment voucher filed	Filing Records in Place	Target	Percentage	100%	100%	100%	100%	100%	100%	100%	0%	N/A	N/A
				Budget	Rand										
Activity1.2		Percentage of key creditor accounts reconciled	Monthly Reconciliation reports	Target	percentage	100%	100%	100%	100%	100%	100%	100%	0%	N/A	N/A
				Budget	Rand										
Activity1.3		Percentage invoices paid within 30 days	Monthly statistics reports	Target	Percentage	60%	60%	60%	60%	60%	60%	30%	-30%	Cashflow challenges	Develop & implement Revenue enhancement strategy
				Budget	Rand										
Activity2.1		Number of risk registers updated	Approved risk registers	Target	Number	4	4	1	1	1	1	1	0	N/A	N/A
				Budget	Rand										

Activity5.1		Number of incidents of irregular, fruitless and wasteful expenditure reviewed and refined	Quarterly reports on irregular, fruitless and wasteful expenditure	Target	Number	12	12	3	3	3	3	0	-12	No report was prepared for 2018/2019	MPAC to take charge of all S32 investigations
				Budget	Rand										
		Number of VAT 201 reports submitted to SARS	Monthly	Target	Number	12	12	3	3	3	3	1	-11	Poor planning	CFO to monitor that VAT 201 reports are submitted to SARS monthly
				Budget	Rand										
Activity5.2		Percentage issues responded to and addressed raised by PROPAC and MPAC	Responses	Target	Percentage	100%	100%	100%	100%	100%	100%	100%	0%	N/A	N/A
				Budget	Rand										
Activity5.3		Percentage issues responded to and addressed issued by internal and external auditors	Responses	Target	Percentage	100%	100%	100%	100%	100%	100%	100%	0%	N/A	N/A
				Budget	Rand										
Activity6.1		Number of updates on the risk register to migrate	Update Risk register	Target	Number	4	4	1	1	1	1	4	0	N/A	N/A
				Budget	Rand										
Activity6.2		Number of progress reports on the implementation of Audit Action Plan 2017/ 2018	Updates on the Audit Action Plan	Target	Number	4	4	1	1	1	1	4	0	N/A	N/A
				Budget	Rand										

Payroll Administration															
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for poor or under performance	Remedial steps taken or to be taken
Activity1.3	Development of the Corporate Services Excellence	Compile documents that proof that balancing of all data are done and filed	Recons of totals with compiled sheets	Target	Number	12	12	3	3	3	3	4	-8	Poor planning	CFO to ensure that reconciliations are done monthly
				Budget											

DEPARTMENT OF THE MUNICIPAL MANAGER  
KPA: GOOD GOVERNANCE & PUBLIC PARTICIPATION

Development Planning and Performance Management System															
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for poor or under performance	Remedial steps taken or to be taken
Activity1.1	To provide strategic leadership to the strategic operational activities of the municipality	Number of meetings held on the developments of the IDP Review Process Plan	Notices, attendance registers and minutes	Target:	Number										
				Budget :		20	20	2	8	5	5	20	0	N/A	N/A
Activity1.2	To provide strategic leadership to the strategic operational activities of the municipality	Number of publication of the approved IDP Review Process Plan	Media Publications	Target	Number	1	1	1	0	0	0	1	0	N/A	N/A
				Budget											
Activity1.3	To provide strategic leadership to the strategic operational activities of the municipality	Number of uploads of the approved IDP review process Plan on the municipal website	Website upload printout	Target	Number	1	1	1	0	0	0	1	0	N/A	N/A
				Budget											
Activity 2.1	To provide strategic leadership to the strategic operational activities of the municipality	Number of integrated Development Plan Community Representative forum held	Notices, attendance registers and minutes	Target	Number	1	1				1	1	0	N/A	N/A
				Budget											
2.2	To provide strategic leadership to the strategic operational activities of the municipality	Number of draft Integrated Development Plan submitted to Council for adoption	Adopted draft Integrated Development Plan and a Council resolution	Target	Number	0	1			1		1	0	N/A	N/A
				Budget											
2.3				Target	Number	1	1	0	0	0	1	1	0	N/A	N/A



	To provide strategic leadership to the strategic operational activities of the municipality	Number of credible and legally complaint Integrated Development Plan submitted to Council for approval	Approved Integrated Development Plan and a council resolution	Budget											
2.4	To provide strategic leadership to the strategic operational activities of the municipality	Number of Integrated Development Plan Assessment reports	Provincial and Districts Assessment reports	Target	Number	4	4	1	1	1	1	4	0	N/A	N/A
				Budget											
Activity 3.1	To provide strategic leadership to the strategic operational activities of the municipality	Number of quarterly reports submitted to Council	Section 52 (d) (non-financial) and Council resolution	Target	Number	4	4	1	1	1	1	4	0	N/A	N/A
				Budget											
Activity 3.2	To provide strategic leadership to the strategic operational activities of the municipality	Number of annual performance reports submitted to Auditor General of South Africa	Draft Annual Report submitted to Auditor General of South Africa	Target	Number	1	1	1	0	0	0	1	0	N/A	N/A
				Budget											
Activity 3.3	To provide strategic leadership to the strategic operational activities of the municipality	Number of performance Agreements	Signed Performance Agreements	Target	Number	5	5	1	0	0	0	5	0	N/A	N/A
				Budget											
3.4	To provide strategic leadership to the strategic operational activities of the municipality	Number of annual reports tabled to Council	Tabled annual Report and a Council Resolution	Target	Number	1	1	0	0	1	0	1	0	N/A	N/A
				Budget											
				Target	Number	1	1	0	0	1	0	1	0	N/A	N/A

Activity 3.5	To provide strategic leadership to the strategic operational activities of the municipality	Number of annual reports tabled to Council for consideration	Council resolution	Budget											
3.6	To provide strategic leadership to the strategic operational activities of the municipality	Number of Municipal Public Accounts Committee meetings held	Notices, attendance registers and minutes	Target	Number		1	1	1	0	1	2	+1	N/A	N/A
				Budget											
Activity 3.8	To provide strategic leadership to the strategic operational activities of the municipality	Number of oversight reports adopted reports	Adopted Oversight Reports adopted by Council	Target	Number	1	1	0	0	1	0	1	0	N/A	N/A
				Budget											
Activity 4.2	To provide strategic leadership to the strategic operational activities of the municipality	Number of progress reports on the implementation of back to Basic 2 <sup>nd</sup> Phase Action Plan	Progress report and Council resolution	Target	Number	4	4	1	1	1	1	4	0	N/A	N/A
				Budget											
Internal Audit Unit															
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for poor or under performance	Remedial steps taken or to be taken
Activity 1.1	Review and approve of the Internal Audit charter	Number of reviewed and approved internal Audit Unit Charter	Approved Internal Audit Unit Charter	Target	Number	1	1	1	0	0	0	1	0	N/A	N/A
				Budget											
Activity 1.2	Review and approve of the Audit and Performance Audit	Number of reviewed and approved internal Audit Charter	Approved Audit Committee Charter	Target	Number	1	1	1	0	0	0	1	0	N/A	N/A
				Budget											

	Committee Charter														
Activity 1.3	Review and Approve Internal Audit Strategic Plans	Number of approved internal Audit Strategic Plans	Approved internal Audit Strategic Plan	Target	Number	1	1	1				1	0	N/A	N/A
				Budget											
Activity 1.4	Review and Approve of the Coverage Plan	Number of approved Coverage Plan	Approved Coverage Plan	Target	Number	1	1	1	0	0	0	1	0	N/A	N/A
				Budget											
Activity 1.5	Drafting of covering letter on quarterly plans	Number of covering letters on quarterly plans drafted	Covering letters	Target	Number	4	4	1	1	1	1	4	0	N/A	N/A
				Budget											
Activity 1.6	Implementation of the coverage plan	Number of progress reports in implementation of coverage Plan	Progress reports	Target	Number	4	4	1	1	1	1	1	0	N/A	N/A
				Budget											
Activity 1.7	Review and approve Internal Audit Procedural Manual	Number of Internal Audit Procedural Manual reviewed and approved	Internal Audit Procedural Manual	Target	Number	1	1	1				1	0	N/A	N/A
				Budget											
Activity 1.8	Review of the Quality Assurance and improvement Programme	Number of Quality Assurance and Improvement Programme reviewed	Quality Assurance and Improvement Programme	Target	Number	1	1	1	0	0	0	1	0	N/A	N/A
				Budget											
Activity 1.9	Compilation and submission of quarterly reports	Number of Quarterly audit reports compiled and submitted	Quarterly Audit Reports to Audit Committee	Target	Number	4	4	1	1	1	1	4	0	N/A	N/A
				Budget											
Activity 1.10	Compilation of follow-up reports	Number of follow-up audit reports	Follow-up Audit reports	Target	Number	2	2			1	1	2	0	N/A	N/A
				Budget											
Activity 1.12	Compilation of Audit Committee Report	Number of reports submitted to Council	Audit Committee Assurance	Target	Number	4	4	1	1	1	1	4	0	N/A	N/A
				Budget											

			reports and item												
Activity 1.15	Mitigate identified risk	Number of registers updated	Internal Audit Unit Risk Register	Target	Number	1	1	1				1	0	N/A	N/A
				Budget											
Activity 1.16	Compilation of Internal Audit Findings Control Registers	Number of Internal Audit Findings Control Registers compiled	Internal Audit Findings Control Registers	Target	Number	4	4	1	1	1	1	4	0	N/A	N/A
				Budget											

Information Communication Technologies															
Planning level	Planning Statements	Indicator	Evidence	type	Unit of Measure	Baseline	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for poor or under performance	Remedial steps taken or to be taken
Activity1.1	Review the Functionality of the ICT technology	Number Information Communication Technology Steering Committee meeting held	Notice , minutes and attendance registers	Target	Number	4	4	1	1	1	1	2	-2	Steering Committee appointed late	IT Steering Committee is now a standing item at Management meetings
				Budget											
Activity1.2	Production of security Patch management reports on the system	Number of Security Patch management reports produced	Security Patch management reports	Target	Number	4	4	1	1	1	1	4	0	N/A	N/A
				Budget											
Activity1.3	Production of Firewall intrusion reports	Number of Firewall Maintenance reports produced	Firewall intrusion reports	Target	Number	4	4	1	1	1	1	2	-2	No POE	Firewall intrusion reports to be submitted quarterly
				Budget											
Activity 2,1	Renew Firewall , Antivirus and Microsoft Offices 365 licence	Number of licences reviewed	Licence certificates	Target	Number	4	4	1	1	1	1	4	0	N/A	N/A
				Budget											

Activity 3.1	Disaster recovery data restoration test on SEBATA – FMS SERVER	Number of Disaster Recovery data restoration test conducted SEBATA – FMS SERVER	Disaster Recovery data restoration Test Reports	Target Budget	Number	5	5	1	2	1	1	2	-3	No POE	Restoration tests to be submitted quarterly
Activity 4.1	Mitigate ICT risk	Number of risk registers updated	Risk register	Target Budget	Number	4	4	1	1	1	1	1	0	N/A	N/A

Communication Services															
Planning level	Planning Statements	Indicator	Evidence	type	Unit of Measure	Baseline	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for poor or under performance	Remedial steps taken or to be taken
Activity1.1	Review Communication Strategic Documents	Number of reviewed Communication Strategic documents	Approved Communication Strategic Documents	Target	Number	4	4	1	1	1	1	2	-2	Communications Manager appointed in the 3 <sup>rd</sup> Quarter	N/A
				Budget											
Activity 2.1	Conduct Communication Survey	Number of Communication Survey Conducted	Communication Survey Report	Target	Number	4	4	1	1	1	1	2	-2	Communications Manager appointed in the 3 <sup>rd</sup> Quarter	N/A
				Budget											
Activity 5.1	Update Municipal Website	Percentage of the MFMA prescribed information uploaded on the website	Report on the information uploaded on the website	Target	Percentage	100%	100%	100%	100%	100%	100%	100%	0%	N/A	N/A
				Budget	Rand										
RISK MANAGEMENT UNIT															

Planning level	Planning Statements	Indicator	Evidence	type	Unit of Measure	Baseline	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for poor or under performance	Remedial steps taken or to be taken
Activity1.1	Management of Risk Management Committee	Number of Reports to the Risk Management Committee	Quarterly Risk Management Reports	Target	Number	4	4	1	1	1	1	4	0	N/A	N/A
				Budget											
Activity 2.1	Facilitate enterprise wide risk assessment	Number of assessment report	Risk Assessment Report	Target	Number	1	1				1	1	0	N/A	N/A
				Budget											
Activity 3.1	Review and approve of Strategic Risk Management Documents	Number of Risk Management Documents Approved	Approved Strategic Risk Management Documents	Target	Number	5	5	5				5	0	N/A	N/A

Local Economic Development															
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for poor or under performance	Remedial steps taken or to be taken
	Provide an enabling environment for Radical Economic Transformation	Number of participants appointed through EPWP as per the provincial target	List of participants	Target	Number	299	252	252	252	252	252	315	+63	N/A	N/A
				Budget											
		Number of participants appointed through CWP	List of participants	Target	Number	1023	1023	1023	1023	1023	1023	1023	0	N/A	N/A
				Budget											
Activity1.2		Number of reports on	Informal sector's	Target	Number	4	4	1	1	1	1	7	+3	N/A	N/A

		informal Sector Development projects carried out	support register	Budget											
Activity1.3		Number of reports on agricultural development programmes accomplished	Agricultural development sector's support register	Target : Budget	Number	4	5	2	1	1	1	3	-1	Lack of access to funding	Establish partnership with SEDA & other financial institution
Activity1.4		Number of reports on support projects accomplished towards tourism development	Tourism development sector's support register	Target : Budget	Number	4	5	2	1	1	1	1	-3	Insufficient budget to revive tourist attraction sites	Establish relations with private Tourist guides
Activity1.5		Number of reports on businesses issued with licences / permits	Business license register	Target : Budget	Number	4	6	2	2	1	1	0	-6	No by laws for business licenses and other trading services	Promulgate By-laws in 2019/20
		Percentage risk reduction	Risk register	Target : Budget	Percentage	0%	40%	30%	35%	40%	40%	51%	-11%	Insufficient budget to revive tourist attraction sites	Establish relations with private Tourist guides

### 3.2 Performance of Service Providers

The table below summarizes the performances of external services providers as required by section 46 (1) (a) of the Local Government: Municipal Systems Act 32 of 2000.

Name of Service Provider	Name of Project	SLA signed		Project Starting Actual Date	Completion Date	Specs met		Status	Percentage
		Yes	No			Yes	No		
<b>Sediba Se Maphodi Construction CC</b>	Excelsior : Erection of 730m of Concrete Palisade Fence and Graveyard	YES		06 July 2018	05 Oct 2018	No		Not complete	90%
<b>HDM Projects</b>	Fixing and Re-sealing of Potholes For Mantsopa Local Municipality	YES		12 July 2018	11 Sept 2018	Yes		Complete	100%
<b>Thap3lom General Trading</b>	Tweespruit : Construction of Three 40 Square Metre Standing Alone Residential Dwellings	YES		24 July 2018	23 Oct 2019	Yes		In-Progress	0%
<b>LQ Technologies</b>	Supply and Delivery of ICT Software	YES		24 July 2018	23 Aug 2018	Yes		Complete	100%
<b>Fezi Auditors</b>	Appointment of Service Provider Municipality with Billing Data Verifications	YES		15 Oct 2018	15 Jan 2019	Yes		In-Progress	95%
<b>Proper Consulting</b>	Design and Construction of Sport Facilities at Dipelaneng	YES		18 Sept 2018	17 Sept 2019	Yes		In-Progress	65%
<b>ERMSA</b>	Supply and Installation of 30 LED High Mast Lights For Mantsopa Local Municipality	YES		02 Oct 2018	15 Jan 2019	Yes		Complete	100%



<b>Dipabala Consulting</b>	Manyatseng : Design and Construction Monitoring of 1,7 Km Paved Road and Storm-Water in Los My Cherrie and Vukasenzele	YES		17 Oct 2018	16 Oct 2019	Yes		In-Progress	65%
<b>Bulwazi Trading</b>	Dipelaneng : Construction of Multi-Purpose Sports Facility	YES		27 Nov 2018	16 Oct 2019	Yes		In-Progress	65%
<b>Matela Civil Construction</b>	Rental Lease of Fleet For Period of Twelve (12) Months” As When and Required” Basis” For Mantsopa Local Municipality	YES		17 Oct 2018	16 Oct 2019	Yes		In-Progress	Not Applicable
<b>Khumoetsile Projeccts</b>	Supply, Delivery and Off-Loading of Premix Asphalt for Period of Three Years “As When and Required Basis” For Mantsopa Local Municipality	YES		20 Dec 2018	19 Dec 2021	Yes		In-Progress	Not Applicable
<b>Nomano</b>	Manyatseng : Construction of 1,7Km Paved Road and Storm-Water in Los My Cherrie and Vukasenzele	YES		05 Feb 2019	30 Aug 2019	Yes		In-Progress	65%
<b>Melokuhle Management</b>	Dipelaneng : Construction of Multi-Purpose Sports Facility (Health and Safety)	YES		21 Jan 2019	20 Feb 2019	Yes		Complete	100%
<b>EMS Advisory</b>	Appointment of Professional Service Provider For Compilation of GRAP Compliant Annual Financial	YES		27 Feb 2019	30 Nov 2019	Yes		In Progress	50%

	Statements and Assets Register for 2018/19 Financial Year								
<b>Lasec</b>	Supply, Delivery and Installation of Water Testing Instruments	YES		09 April 2019	30 Jun 2019	Yes		In Progress	0%
<b>Thap3lom General Trading JV</b>	Boroa: Upgrading of Sport Facility	YES		10 June 2019	09 Mar 2020	Yes		In-Progress	0%
<b>Silverlake Trading</b>	Provision of Short-Term Insurance for All of Assets of the Municipality for Three Years Period	YES		01 Jul 2019	30 Jun 2022	Yes		In-Progress	0%
<b>Star Traders</b>	Supply, Delivery and Off-Loading of Water and Sanitation Related Accessories (Panel) on "As When and Required Basis" (Three Years Period)	YES		09 Apr 2019	08 Apr 2020	Yes		In-Progress	Not Applicable
<b>Khumoetsile Projects</b>	Supply, Delivery and Off-Loading of Water and Sanitation Related Accessories (Panel ) on "As When and Required Basis" (Three Years Period)			09 Apr 2019	08 Apr 2020	Yes		In-Progress	Not Applicable
<b>Shadow Moon Trading</b>	Supply, Delivery and Off-Loading of Water and Sanitation Related Accessories (Panel ) on "As When and Required Basis" (Three Years Period)			09 Apr 2019	08 Apr 2020	Yes		In-Progress	Not Applicable

## CHAPTER 4: ORGANISATIONAL DEVELOPMENT PERFORMANCE

### INTRODUCTION

While national government prioritises delivery of national imperatives and other policy objectives, the delivery of basic services to communities is the primary mandate of the local authority. Mantsopa Local Municipality believes that municipal human resources forms the bedrock upon which its operational foundation is built and the cornerstone upon which its present and future success is anchored. Human resources is the most valuable asset, when optimally utilized, motivated and developed. The municipality is aiming at fully optimise the potential of its workforce in order to enhance service delivery and to achieve the overall objectives as well as the organisational performance. Human resources is the primary investment source of the municipality through the human capital and endeavour to maintain its investment by sourcing relevant talent and developing it to capacitate the Municipality further.

### COMPONENT A

#### INTRODUCTION TO MUNICIPAL PERSONNEL

##### EMPLOYEE TOTALS, VACANCIES AND TURNOVER

VACANCY RATE			
DESIGNATIONS	Total Approved Posts No.	Vacancies (Total time that vacancies exist using fulltime equivalents) No.	Vacancies (as a proportion of total posts in each category) %
Municipal manager	1	0	100
CFO	1	0	100
Other S56 Managers (excluding Finance Posts)	3	0	100
Senior Management: Level 1-3 (excluding Finance)	15	3	16,6
Senior management : Level 1-3 (Finance Posts)	6	0	100

Highly skilled supervision: Level 4-5 (excluding 'finance posts)	33	15	0,06
Highly skilled supervision (Finance post) Level 4-5	6	0	0
Highly skilled production (level 6-8)	28	0	0
Skilled production (level 9-11)	21	0	0
Production (level 12-14)	16	0	0
Production (Level 15-16)	197	5	0,02

#### VACANCY RATE

#### TURNOVER RATE

<i>Details</i>	<i>Total appointments</i>	<i>Total terminations</i>	<i>Turnover rate</i>
2018/2019	43	9	
2017/2018	68	13	5,2
2016/2017	31	26	1,19

#### VACANCIES AND TURNOVER

Council approved the organisational structure to be on 31 May 2016 and identified the positions that needed to be filled. During 2018/2019 financial year, there were only two vacancies for Senior Managers, namely Director Community Services and Director Technical Services and were filled in September & October 2018 respectively. Turnover were as a result of natural attrition due to deaths; retirement and ending employment contracts.

## 1. Vacancy Rate

The municipality strives to fill vacant positions within three months once they are vacant. The process might be a little longer due to unforeseen circumstances. In terms of recruitment the municipality advertises vacant positions both internally and externally with the criteria being consistent in both cases. The retention of skilled and experienced workers is an arduous task, which needs planning, time, financial resources and physical resources. There is high vacancy rate experienced in the technical department due to attrition, death, etc. It is of course still a challenge for the municipality to attract scarce resource and skilled personnel due to the size and geographical area of the municipality. According to the Municipal Staff Establishment Rate there are 331 Existing Posts and 400 Proposed Post with a Difference of 59 Post, thus a vacancy rate of 0,82%.

### MUNICIPAL PERSONNEL

#### EMPLOYEE TOTALS, VACANCIES AND TURNOVER

EMPLOYEES						
DESCRIPTION	2017/2018	2018/2019				
	Employees No.	No of Employees	Approved Posts No	Employees No.	Vacancies No.	Vacancies %
MM's office	13	15	22	15	7	0.11
Finance Department	40	33	52	33	3	0.09
Corporate Services	24	24	27	24	4	0.16
Community Service	100	96	144	96	1	0.01
Technical Services	119	161	155	161	5	0.03
TOTALS	303	331	400	286	15	0.04
	Employee and approved positions are as at 30 June 2019 as per the approved organogram					

## COMPONENT B MANAGING THE MUNICIPAL WORKFORCE

*MSA 32 of 2000: Section 67 oblige municipalities to develop and adopt appropriate systems and processes to ensure fair, efficient, effective and transparent personnel administration in accordance with applicable laws (Constitution and Employment Equity Act etc)*

No	FUNCTIONS
<b>1. OFFICE OF THE MUNICIPAL MANAGER</b>	
1.1	Internal Audit
1.2	Integrated Development Planning
1.3	Institutional Performance Management
1.4	Communications
1.5	Local Economic Development and Tourism
1.6	Information Technology
<b>2. DEPARTMENT OF CORPORATE SERVICES</b>	
2.1	Human Resource Management
2.2	Administration, Council and Sound Governance
2.3	Employment Equity and Skills development
2.3	Legal services
<b>2.4 TRAINING INTERVENTIONS BY THE SKILLS DEVELOPMENT WITHIN HR DIVISION</b>	
2.4.1	Local Government Accounting
2.4.2	Local Government Advanced Accounting
2.4.3	Municipal Finance Management Program
2.4.4	SAICA/Deloitte Municipalities Finance
2.4.5	Water & Waste Water Process Controller

2.4.6	Environmental Practice
<b>3. DEPARTMENT OF TECHNICAL SERVICES</b>	
3.1	Infrastructure Planning and Development
3.2	Water and Sanitation Provision
3.3	Solid Waste Management
3.4	Municipal Infrastructure Grant (MIG) funding
3.5	Technical Support
3.6	Infrastructure Operations and Maintenance
3.7	Electrical Services
<b>4. DEPARTMENT OF COMMUNITY SERVICES</b>	
4.1	Fire & Disaster Management Services
4.2	Waste management Services
4.3	Social Development Services
4.4	Development Planning
4.5	Geographic Information Services
<b>5. DEPARTMENT OF FINANCIAL SERVICES</b>	
5.1	Budgeting and Reporting
5.2	Income Control
5.3	Expenditure Control
5.4	Supply Chain Management

# HR POLICIES AND PLANS

<b>No</b>	<b>Name of Policy</b>	<b>Completed %</b>	<b>Reviewed date</b>	<b>Date adopted by Council</b>
1	Human Resource Policy	100		31/05/2019
2	Sexual Harassments			27/06/2013
3.	HIV & AIDS			27/06/2013
4	Induction policy			27/06/2013
5	ICT Governance Charter			27/06/2013
6	ICT Steering Committee			27/06/2013
7	EPWP			26/02/2018
8	Land policy			9/11/2012
9	Recruitment and Selection policy			31/05/2019
10	Job Evaluation policy			26/05/2015
11	ICT Security policy			31/05/2019
12	Internet and E-mail use policy			31/05/2019
13	ICT change management procedure			31/05/2019
14	Information and Communication Technology framework			31/05/2019
15	Budget policy			31/05/2019



16	Indigent policy			31/05/2019
17	Tariff policy			31/05/2019
18	Property Rates policy			31/05/2019
19	Subsistence and travelling			31/05/2019
20	Credit Control and Debt collection policy			31/05/2019
21	Cash management and investment policy			31/05/2019

#### INJURIES, SICKNESS AND SUSPENSION

<b>INJURY ON DUTY</b>			
<b>TYPE OF INJURY</b>	<b>INJURY LEAVE TAKEN</b>	<b>EMPLOYEES USING SICK LEAVE</b>	<b>Average injury per employee</b>
Basic medical attention	0	0	
Temporary / total disablement	2	0	
Fatal injury	0	0	
<b>Total</b>	<b>2</b>	<b>0</b>	

**NB: A total of 8 employees were placed on suspension for various allegations of misconduct.**

## COMPONENT C: CAPACITATING THE MUNICIPAL WORKFORCE

MSA: s68(1) require municipalities to develop its own human resource capacity to a level that enables it to perform its functions and exercise its powers in an economical, effective, efficient and accountable way in accordance with Skills Development Act, 1998 and Skill Development Levies Act, 1999

### Financial Competency Development

FINANCIAL COMPETENCY DEVELOPMENT: PROGRESS REPORT				
DESCRIPTION	Total number officials employed by municipality (Regulation 14(4)(a) & (c))	Competency assessment completed (Regulation 14(4)(b) & (d))	Total number of officials whose performance agreements comply with regulation 16 (regulation 14(4)(f))	Total number of employees who meet prescribed level of competency levels (Regulation 14(4)(e))
Financial officials			8	8
Accounting Officer			1	1
Chief financial officer			1	1
Directors			2	2
Other officials			12	12
Supply chain manager			0	0
<b>TOTAL</b>			24	24
<i>*This is statutory report under the National Treasury: Local Government: Competency regulation (June 2007)</i>				

The following was training was also undertaken during 2017/2018:

NAME OF TRAINING	18.1/2	NUMBER OF LEANERS	18.1/2	NUMBER OF LEANERS
WIL			18.2	22
Finance interns			18.2	5
Professional driving learnership			18.2	30
University Graduate Interns			18.2	9
NARYSEC learnership			18.2	12
Plumbing	18.1	19		
AET	18.1	23		
MFMP (Incomplete)	18.1	16		
IIA	18.1	2		
Electricity	18.1	3		
Public Finance and Management and Administration	18.1	3		
TOTAL NUMBER OF LEANERS		66		78

#### COMPONENT D: MANAGING WORKFORCE EXPENDITURE

The municipality is under constant pressure to ensure that the workforce expenditure is managed with the approved budget and National Treasury benchmarks. Where feasible vacancies, which arise from turnover, is filled based on the assessment of the continued need for the post and operational requirements.

#### EMPLOYEE EXPENDITURE

#### COMMENT ON WORKFORCE EXPENDITURE

The salary trends have been that over the years overtime has been paid for work performed by employees over and above normal working hours, the high overtime amount was a serious concern, however understandable due to ailing infrastructure and limited resources, efforts were made to reduce overtime and have decreased by 16 % in the 2018/19 financial year.

Number of employees whose salaries were increased

NUMBER OF EMPLOYEES WHOSE SALARIES WERE INCREASED TO THEIR POSITIONS BEING UPGRADED		
Beneficiaries	Gender	Total
MM and S 56	Female	0
	Male	1
Senior Management (Levels 1–3)	Female	1
	Male	1
Highly skilled supervision (Levels 4–5)	Female	0
	Male (X)	3
Highly skilled production (Levels 6-8)	Female	0
	Male (X)	0
<b>TOTAL</b>		5
Those with disability will be shown in brackets '(x)' in the total column on each category of beneficiaries at the right hand side of the column as illustrated.		

EMPLOYEES WHOSE SALARY LEVELS EXCEED GRADING

EMPLOYEE WHOSE SALARY LEVEL EXCEED THE GRADE DETERMINED BY SALGA AS A BASELINE			
Occupation	Number of employees	Remuneration level	Reasons for deviation
	0	0	

#### EMPLOYEES APPOINTED ON POSTS NOT APPROVED

EMPLOYEES APPOINTED ON POSTS NOT APPROVED				
DEPARTMENT	LEVEL	DATE OF APPOINTMENT	No. appointed	Reasons for appointments when no established post exist
Corporate Services	1 & 4	01/12/2017	2	
Technical services	3	01/10/2017	1	

## 2. Organisational Structure

The organizational structure of the municipality including all vacancies in one way or the other does not meet the institutional need and is heavy for the municipality in terms of the number of employees and the salary bill, which exceeds the stipulated threshold. The number of vacancies does not inspire confidence in the current employees, it creates the perception of being understaffed and overloaded with work. Thus an organizational work study needs to be conducted to clear the salary disparities.

Furthermore, the organizational structure as it stands currently is not congruent to the IDP and therefore does not assist the municipality in terms of responding to service delivery needs in an effective and efficient manner. As such it must be reviewed to ensure that it is consistent with the provisions of Section 51 of the Municipal Systems Act and the principles contained in the Human Resource Strategy; to give effect to the Municipality's Integrated Development Plan and strategic objectives; and in accordance with appropriate and universal principles of organizational design.

